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ABSTRACT

So that all members of the Plymouth State College professional staff will be acquainted with college organizations, policies, and procedures and the individual's duties, rights, and responsibilities as an employee of the University of New Hampshire, this faculty handbook's coverage includes: (1) administrative organization; (2) instructional affairs; (3) student affairs; (4) external affairs; (5) business affairs; and (6) conditions of employment. Appendices discuss bylaws of the faculty, duties of faculty committees, promotion and tenure guidelines, and personnel file structure. (KE)

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Plymouth State College
Plymouth, NH
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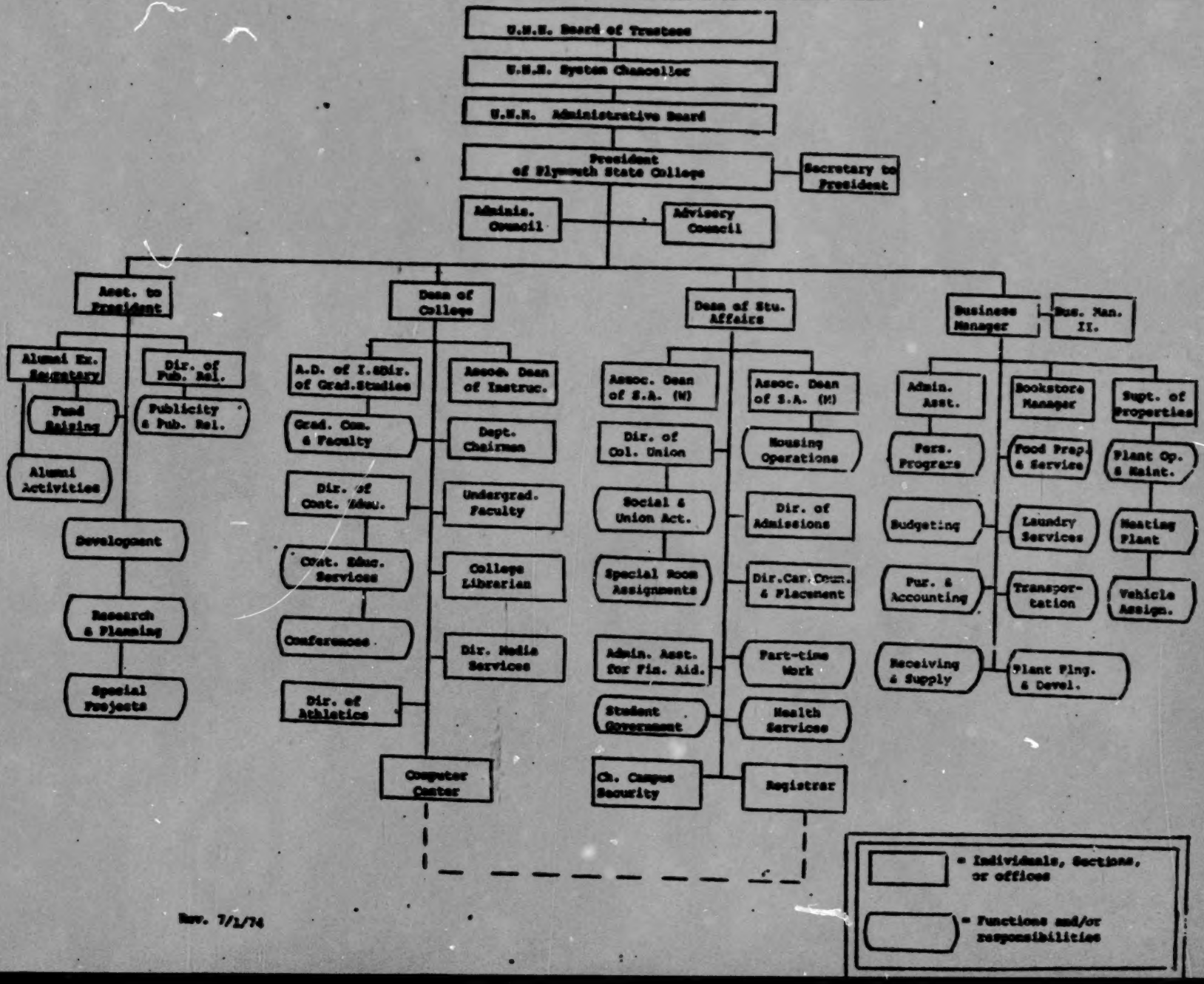
Section I

PURPOSE OF THIS HANDBOOK

This handbook is provided to acquaint all members of the Plymouth State College professional staff with college organizations, policies, and procedures and the individual's duties, rights, and responsibilities as an employee of the University of New Hampshire. No attempt is made to duplicate information which is regularly provided in other college publications, and all faculty members should become thoroughly familiar with the college catalogs and the Student Handbook.

CHART OF ADMINISTRATIVE ORGANIZATION OF PLYMOUTH STATE COLLEGE



Rev. 7/1/74

Section II. ADMINISTRATIVE ORGANIZATION

A. The Board of Trustees

1. The governing body of Plymouth State College is the Board of Trustees of the State University of New Hampshire. The Board is composed of 25 members as follows:

The Governor of New Hampshire
The Chancellor of the University System
The Commissioner of Agriculture
The Commissioner of Education
The President of the University of New Hampshire
The President of Plymouth State College
The President of Keene State College
12 trustees appointed by the Governor with the advice and consent of his council*
4 trustees elected by the alumni of the University of New Hampshire
1 trustee elected by the alumni of Plymouth State College
1 trustee elected by the alumni of Keene State College

2. This board elects its own chairman annually and must meet at Plymouth State College at least once each year.

B. The University Administrative Board

1. This board is composed of the Chancellor, the President of the University at Durham, and the Presidents of Keene and Plymouth State Colleges.

2. The Administrative Board and its members are charged with working out the procedures and details for conducting their joint responsibilities in order to provide for the maximum institutional initiative and responsibility within the well-coordinated and unified university organization.

C. President of Plymouth State College

1. The President, acting under the authority of the University Board of Trustees, is the chief executive officer of the college and is responsible for the general administration and supervision of all aspects of the entire institution.

2. The responsibilities of a state college president in the University System have been defined by the Trustees as follows:

The President of each State College in accordance with policies established by the Administrative Board and subject to the approval of the President

*Includes one student each year from one of the three University System campuses.

of the University:

a. Shall prepare the budget for the State College, in cooperation with the Vice President-Treasurer

b. Shall pass upon all bills and claims against the college and draw his order upon the Vice President-Treasurer for the payment of approved bills

c. Shall be responsible for the care of all college buildings, grounds and equipment

d. Shall recommend to the Personnel Committee of the Board of Trustees, individuals by name and qualification for faculty or professional appointment, promotion, tenure, and salary adjustments. Shall approve all staff appointments in the clerical and service categories

e. Shall, with the advice of the State College Senate or faculty, establish such rules and regulations for the government of the students, and for the general work of the college as may be deemed wise

f. Shall be President of the State College Faculty

g. Shall approve all committees of the faculty or Senate, and he is ex-officio member of all committees of the Senate and/or faculty

h. Shall promptly report to the Board of Trustees, any member of the faculty who shall fail or neglect to perform faithfully and effectively, the duties of his office

i. Shall make temporary appointments in staff membership; such appointments shall be terminated upon action of the Board.

D. Organizational Chart

The administrative organization of Plymouth State College is shown graphically preceding this section. In the absence of the President, the Dean of the College, the Dean of Student Affairs, or the Business Manager shall substitute for him in the order listed.

E. The Administrative Council

Members of the President's Administrative Council include the Assistant to the President, Dean of the College, Dean of Student Affairs, Business Manager, Faculty Speaker, Faculty Observer to Trustee meetings, Student Body President, and President of the Student Senate. The Council meets weekly with the President, and such other individuals as he may designate for the consideration of a particular subject, to advise, assist, and coordinate the institution's administrative management.

F. Advisory Council

Composed of the principal administrators of the college, department chairmen, elected members of the faculty, College Librarian, President of the Student Body, Speaker of the Student Senate, and students to equal the number of non-students (see Appendix A, By-Laws of the Faculty), this council acts as an advisory body to the President and the faculty on matters of college policy.

G. Administrative Management

The President accomplishes his administrative responsibilities through the Dean of the College, the Dean of Student Affairs, the Business Manager, and the Assistant to the President. These officers of administration, their assistants, and their areas of primary interest are discussed in subsequent sections.

H. The College Faculty

1. Under the leadership of the President of the College and subject always to the approval of the Board of Trustees of the University of New Hampshire, the Plymouth State College Faculty shall have legislative jurisdiction in all matters of student government and educational policy not otherwise prescribed by the Board of Trustees of the University.

2. The By-Laws of the Faculty which include membership, organization, and committee composition, are provided in Appendix A, and a general description of committee duties is included in Appendix B.

I. The Graduate Faculty

The By-Laws of the Graduate Faculty include membership, organization, and council and sub-committee composition, and are to be found in Appendix E. Special rules and regulations governing graduate study are outlined in the enclosures to this appendix.

INSTRUCTIONAL AFFAIRS

A. The Dean of the College

Under the immediate supervision of the President, the Dean of the College:

1. Oversees and is generally responsible for the instructional program of the college.

2. Assists in interviewing and recommending faculty personnel.

3. Establishes registration procedures with the cooperation of the Dean of Student Affairs, the Associate Dean of Instruction, and the Registrar.

4. Holds individual and group conferences on teaching problems and procedures.

5. Acts ex-officio on all faculty curriculum committees and administers curriculum changes approved by the faculty, administration and Board of Trustees.

6. Presides at assemblies and other college functions in the absence of the President and has college-wide authority in the President's absence or in such areas as the President may further designate.

7. Assists in the organization and administration of in-service developmental activities for the faculty.

8. Assists in securing instructional materials and supplies.

9. Is responsible for the administration of attendance at classes and assemblies and of the grading and warning system.

10. Represents the college on a number of the University System councils and committees.

B. The Associate Dean of Instruction

Reporting to the Dean of the College, the Associate Dean of Instruction:

1. Develops the schedule of classes and assignment of faculty members in cooperation with department heads.

2. Supervises collaterally with the Dean of the College classroom instruction, particularly new faculty.

3. Analyzes and reports on faculty loads each semester, credits generated by departments, etc.

4. Works collaterally with the Dean of the College in advising undergraduate students with respect to their programs.

5. Works collaterally with the Registrar in terms of student records and registration.

6. Develops undergraduate college catalog.

7. Represents the College on a number of University System committees which involve curricular improvement.

8. Encourages faculty research and, in conjunction with the Assistant to the President, maintains information and files on sources of grant funds.

9. Works with other deans as the foundation agent in recommending a few students for Danforth and other foundation scholarships consideration.

10. Assists the Dean of the College upon request in all aspects of the Dean's work. Acts in the Dean of the College's place when he/she is absent and when emergency situations arise connected with the instructional program.

C. The Associate Dean of Instruction and Director of Graduate Studies

Reporting to the Dean of the College, the Associate Dean of Instruction and Director of Graduate Studies will assume the following responsibilities.

1. Directs graduate degree and graduate non-degree programs (e.g., teaching certification programs taken as non-degree graduate work).

2. Advises and works with graduate students in the design of their initial programs.

3. Develops the college graduate catalog.

4. Performs those collateral tasks assigned by the Dean of the College.

5. Coordinates the contract major (interdisciplinary studies) undergraduate program and advises students relative to that program.

D. Departmental Organization

1. A departmental organization, with chairmen appointed by the President, has the following objectives:

a. Continuous examination and improvement of instructional offerings within the department and in relation to other departments.

b. Continuous evaluation of effectiveness of instructional techniques by each member of the department, with self-evaluation and growth being the desired outcome.

c. Balanced and fair assignments of instructional, administrative, and advisory loads within the bounds of practicality.

d. Coordinated and well-documented presentations of departmental plans and budgetary requirements, through the department chairmen.

e. Attraction, appointment, and assignment of well qualified instructional staff members who can work constructively with fellow staff workers.

f. Clearly stated personnel policies and regulations concerning working conditions and procedures.

g. Effective interpretation of college philosophy, procedures, policies, and potentials to all interested groups.

h. Continuous examination and improvement of methods of evaluating and reporting student progress.

2. In helping to realize these objectives, the department chairmen are given the authority to do the necessary coordinating, supervising, counseling, recommending, budgeting, requisitioning, etc., in order that their department may operate as effectively as possible within limits of overall college policy.

3. The department chairmen are members of the Advisory Council (see Section I.) The current departments and their chairmen are:

Department	Chairman
Art	Mary C. Taylor
Business	~~Regis A. Horace~~ David Kent 8/1/75
Education	Norton R. Bagley
English	Richard E. Sanderson
Foreign Languages	Madie W. Barrett
Mathematics	Eldwin A. Wixson
Music	Earl Norwood
Philosophy	Robert E. O'Neill
Physical Education	Douglas Wiseman
Psychology	William R. Wimsatt
Science	Mark T. Sylvestre
Social Science	~~David C. Switzer~~ Manuel Marquez-Sterling

E. The Director of Continuing Education

Reporting to the Dean of the College, the Director of Continuing Education plans, organizes, and directs the Summer Session, Evening Division, and Interim programs. In addition, he is responsible for the overall planning and administration of those conferences, workshops, and short courses which bring visitors to the campus.

F. The Director of Student Teaching

He is responsible for the selection of competent supervising teachers in cooperating schools of the State and arranging for the placement of student teachers with them. The Director makes periodic visits to cooperating schools and confers with the school authorities. He supervises and directs the activities of other college staff members assigned to field supervision of student teachers and coordinates the programs of off-campus student teaching. He may have direct responsibility for supervision of some student teachers. He also assists in recruiting students in the high schools and in placing graduates in teaching positions.

G. The College Librarian

The College Librarian is responsible for the organization and functioning of the Lamson Library.

1. Library Resources:

With a book collection of over 130,000 volumes, the college library is maintained to provide library service for the entire college community. The library also subscribes to a wide spectrum of periodicals and newspapers. Examples of other materials available in the library are curriculum laboratory texts, outlines, kits, machines, phonograph records, filmloops, slides, pictures, pamphlets, college catalogs, microforms including a subscription to all ERIC documents. In addition to a well-established collection of general reference works, index, abstract and bibliography holdings enable the college community to take advantage of the close cooperation among the three units of the University of New Hampshire, member college libraries of the New Hampshire College and University Council, and other inter-library loan sources throughout New Hampshire and elsewhere. Please refer to the Library Handbook, available in the library, for detailed information describing the library collection and the use of materials.

2. Reserve Books:

a. Faculty members are urged to follow the suggestions of the Public Services Librarian for selecting titles to be placed on reserve and to cooperate in using the procedure established. Only those titles from which a definite assignment has been made to an entire class should be placed on reserve, and if such an assignment is made, care should be taken to ensure that the library will be prepared to meet the requests. If books are placed on reserve and not used by students, other students are deprived of their use during the period, however, inadequate notice to the library allows titles to be borrowed in the normal way and thus many others needing them are denied their use.

b. At least TWO WEEKS notice must be given in order to locate books and retrieve those already in circulation. Forms to be used will be placed in all faculty mailboxes before the beginning of each semester and are always available upon request.

c. All faculty members are strongly urged to provide their students with bibliographically correct lists of titles they have placed on reserve. In addition, careful consideration should be given to the borrowing period necessary to ensure reserve books being used more judiciously. Please read the section on reserve books in the Library Handbook describing library use only, overnight, one-week, and three-day reserves. No deviation will be made from these four designations.

3. Requests for Purchase of Library Materials:

a. Suggestions from faculty members are welcomed and urged in order to use the expertise of scholarship in building a quality library collection. Request forms are available and should be sent to the Acquisitions Librarian for the purchase of all types of materials available in the library. Please feel free to discuss the collection at any time with the College Librarian.

b. More detailed information of concern to faculty members is contained in the "Information for Faculty" section of the Library Handbook.

H. The Director of Media Services

The Director of Media Services is responsible to the Dean of the College for the operation of the Media Services Production Laboratory, the media services television facility, the instructional media program, and associated media services.

1. The instructional media program is designed to provide equipment and services for the college faculty to use as aids in teaching and to demonstrate classroom teaching aid potential.

a. While most college classrooms are equipped with screens and overhead projectors, additional projection and audio equipment such as filmstrip, moving picture, slide and film loop projectors, record players, and tape recorders are stored in equipment cabinets in each classroom building, and are available to the faculty on a short-term basis.

b. This equipment is controlled by the classroom building secretary, who will provide the keys to equipment cabinets. The equipment is also available to students for class use if the student produces a slip signed by the responsible faculty member.

c. If items are needed for an extended period of time, or special equipment is needed, the equipment is available at the Media Services Production Laboratory or the television facility in Boyd Hall. This equipment is also available for student use upon written request by the faculty member.

d. Production, television, darkroom, and graphics facilities are also available to faculty members, and specialists will assist in the use of these facilities and in the production of instructional aids.

e. A special multi-media installation is provided in Boyd Hall, Room 120, for remote rear projection of slides, film strips, and motion pictures, with special provisions for reel-to-reel and cassette recording and play-back.

2. Media Services is also responsible for teaching courses in instructional media and presentations relating to the use of media in education for teaching methods courses.

3. Associated media services include consultation with staff and faculty on media-related information and services: to include purchasing, design of catalogs and pamphlets, identification cards, sound systems, closed circuit and community cable television.

4. In cooperation with the Library, assistance is given in the production of material to be used on the remote access, dial information system.

5. Amplification of these services is provided in the Media Services Faculty Handbook.

I. The Director of Computational Services

1. The Director of Computational Services:
   a. Plans, administers and organizes computational services for the College.
   b. Manages systems analysis and programming, data control, computer center operations, and personnel.
   c. Responsible for providing professional services for feasibility studies, systems analysis and design, and hardware and software.
   d. Interprets and applies college and university policies and objectives regarding computing activities.

2. The Director is responsible for the computational service activities and for coordinating these activities within the College and with other members of the University System, training and managing subordinates, reporting to upper management on data processing affairs, and dealing with personnel, administrative and operations problems. This position calls for departmental policy making, budget planning and control activities, equipment selection, and overall organization and planning for departmental functions and needs. He/she has responsibility for evaluating new technological advances, developing more efficient methods, and developing managerial and technical talent in the staff.

J. Director of Academic Computing

1. As a member of the Business Department faculty, teach computer-oriented courses or segments of courses.

2. Aid in acquisition, development, or customizing material for faculty who are incorporating computer usage into their courses.

3. Contribute to a program of short courses or workshops for training faculty and students in the use of terminals and specialized software.

4. Produce or aid in the production of brochures, pamphlets, etc., to aid in the instruction of computer use.

K. Members of the Faculty

The general responsibilities of faculty members are as enumerated below:

1. The first responsibility of every individual faculty member at Plymouth State College includes the promotion of the welfare of the College

as a whole, loyalty to its administration and other faculty members, and exemplary conduct always in relation to the student body. Friendliness on the part of faculty members toward other faculty members and toward students is always desirable. This does not preclude the right and responsibility of faculty members to criticize on as objective a basis as possible, present programs or ways of operation of the College, and to recommend improvements.

2. Each faculty member should feel that he or she is a part of the total college community. In relationship with the public, the manner in which faculty members speak of the College and its program will help to determine the regard New Hampshire will have for the College.

3. In connection with student discipline, each faculty member should recognize that he/she bears some responsibility for good standards of behavior on the part of the student body. A faculty member noting an infringement of the College rules, destruction of property, or conduct not reflecting credit on the College, should speak quietly and unobtrusively to the student concerned. Serious incidents should be reported to the student personnel deans. Shared responsibility without "trouble hunting" should be the guiding principle.

4. For policies pertaining to faculty advising of the individual student and those policies governing advising student organizations, see Paragraphs E and F, Section IV.

L. Student Grading and Evaluation

1. Letter Grades

The faculty has adopted a letter system of final grades. A, B, C, D, and F represent levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. Outstanding achievement of the objectives of the course will be symbolized by a grade of A. Very good achievement is symbolized by B. A grade of C represents fair performance. A grade of D indicates the meeting of the minimum requirements of a course. F is a failing grade. A student should maintain a C average in order to remain as a student in good standing in the College. In the event that a student withdraws from college, the record should show "withdrawal" and grade at time of withdrawal, if in class a sufficient length of time to so determine. If not, a W/X is recorded.

2. Incomplete

A grade of incomplete (IC) may be entered on a record at the discretion of the course instructor when a student has not been able to complete the requirements of a specific course. Conditions for the removal of the incomplete will be determined by the course instructor in consultation with the student. A student may, at his or her discretion, elect to remove an IC notation by reenrolling in the course in which the incomplete was received, whether with the same instructor or another, and completing the requirements of the course satisfactorily. There is no time limit within which a grade of IC must be eliminated from a student's transcript except as imposed by the instructor.

d. The final grade roster should be marked by the instructor as IC.

e. "Permission to Grant Grade of Incomplete" forms are available in the Registrar's Office.

3. Pass-Not Pass Options

In addition to activity courses for non-majors in Physical Education, a student is allowed to take a grand total of 18 credits from the sophomore through the senior year on a "pass" - "not pass" basis. Required courses in the major field are excluded, but not major field electives. Also excluded from the "pass" - "not pass" option are those professional courses (educational requirements) for students in teacher preparation.

A student desiring to take a course on a "pass" - "not pass" basis must notify the Registrar. Under present policy, the instructor may discuss the matter with the student, but should not be informed of the student's final decision. The Registrar will signify a passing grade on the grade reports for those students who have obtained a "D" or better in courses taken on the "pass" - "not pass" basis.

4. Scholastic Warnings

a. A system of scholastic warnings is used as a means of informing the student that his academic progress is unsatisfactory. All grades below C are reported. Warnings may be submitted in cases in which the instructor feels that a student is not achieving the success that he should. In general, these are issued at mid-semester, but they may be submitted at any time. It is not good public relations to fail a student without prior warning to that student and his advisor.

b. The warning consists of the academic standing of the student in a course with the reasons for his grade presented by the instructor. Copies are sent to the student and his advisor. The student may be required to consult with his instructor and advisor, and the responsibility for the improvement of his work rests with the student. The advisor is requested to make a note of the conference with plans for improvement on the back of the warning slip. All warnings should be returned to the office of the Registrar. (For the policies pertaining to faculty advising of the individual student, see Section IV, F.)

5. Removing Course Deficiencies

If a student has failed a required course, it should be repeated in the first semester that it is subsequently offered. Any student who fails a course may repeat that course anytime prior to graduation. The former credits and grade points will be deleted from his cumulative record, but the grade with a line drawn or marked through it will still show, and the repeated course will be added.

6. Graduate Evaluations

At the end of each semester, faculty members will evaluate the work of each graduate student in his class. Evaluations are made on forms provided with the grade report sheet, and are submitted to the Registrar along with the grade report sheet. For graduate student grading information, see enclosure to Appendix E. (1/25)

7. Student Record Entries

a. Since a single letter grade does not tell the whole story of a semester's achievement, faculty members are encouraged to file memoranda regarding the accomplishments of students in the student personnel folders. Conferences with students concerning the evaluations made of their achievement are also encouraged.

b. Standardized test results, attendance records, anecdotal reports from faculty members, and other data become a part of a student's record and are used to help determine his success in achieving the objectives of the college.

8. Final Examinations and Grades

a. Although a final examination period is provided at the end of each semester, it is not mandatory for an instructor to give a final examination. Since the final examination period was instituted because of a large faculty vote in its favor, an instructor should weigh carefully a decision not to give a final examination. If he does not give a final examination, he is expected to meet his class and plan a worthwhile activity for the class during the final examination period.

b. Final grades should not be given by individual faculty members to students prior to submitting them to the Registrar. Final grade reports are to be given only via the grade report form which comes from the Registrar's office. The Registrar will mail grade reports to students as quickly as possible. To facilitate this mailing, the Registrar's office will refuse to announce grades in answer to telephoned or personal inquiries.

9. Ending of College Year

a. Because a confirmed list of seniors must be approved by the Board of Trustees, invitations sent, honor grades computed, and lists of graduates printed, final grades for seniors must be turned in three days prior to Commencement.

b. As maximum class attendance is particularly desired during the last month of the college year, all off-campus activities of groups scheduled during the day should cease during this period with the exception of the necessary scheduled sports.

c. For policies on field trips planned for the last month of the college year, see Paragraph K, this section.

10. Recording and Administering Student Attendance

a. It is the responsibility of all students to maintain satisfactory class attendance. The student is urged to recognize the importance of his participation in class activities, and to become aware that his achievement and preparation may be jeopardized by his frequent absence. Unless otherwise stated in this policy, it is the option of the instructor to determine the attendance policy for his classes and to decide when he will allow students to make up portions or all of the work missed; however, in the case of college-sponsored activity absences, students will be allowed to make up such portions of work missed as the instructor deems feasible.

b. Student teachers are subject to the same attendance rules as the regularly employed supervising teachers, within the bounds of the college calendar. Absences because of sickness of the individual himself or his family can be excused by the principal or superintendent of schools. Absences for other causes will have to be agreed upon jointly by principal or superintendent and the college Director of Student Teaching.

c. Since freshmen sometimes experience difficulty in meeting standards those who receive two or more D or F warnings during either semester are strongly encouraged to attend all classes during the remainder of the semester in which the warnings are received. The Registrar will furnish department chairmen with a list of freshmen receiving two or more D or F warnings, and they will circulate the list to appropriate faculty members. The faculty are requested to notify the Dean of the College of any subsequent unexcused absences on the part of these students. Faculty members will take attendance of such freshmen and report the number of their absences to the Registrar on the grade report sheets at the end of the semester.

11. College Level Examination for Credit

A student may examine out of up to thirty semester hours of courses with credit subject to the decision of the department with the consent of an instructional dean. To do this, he must petition the chairman of the department offering the course and the department shall select or prepare a test satisfactory to that department. The department shall determine the standards for successful completion of the examination and the department's chairman shall certify the credit to an instructional dean. When department or other college personnel prepare or administer the examination, a fee of $5.00 per course credit hour will be charged, payable in advance. If the credit to be granted is not included as part of a student's regular course enrollment, a fee of $10.00 per credit hour will be charged subsequent to the successful completion of the examination, but prior to the granting of the credits.

12. For information on student cheating and plagiarism see Chapter IV, page 38 of the Plymouth State College Student Handbook, 1975-76.

M. Faculty Attendance Policies

1. Classes and Committee Meetings.

11/31/76

a. Staff members are expected to be present and on time for their obligations in meeting classes and attending committee meetings. In case of unavoidable absence from or delay in getting to class, the department chairman and the Dean of the College should be notified, if possible, so that some substitute arrangement can be made for the class.

b. When an instructor has permission to be absent from campus during a regularly scheduled class time, he should insure that the department chairman and Dean of the College have been informed and that suitable arrangements for the class have been made. Each faculty member should establish class assignments early in the semester to insure that the class can continue to meet and function even in his emergency absence.

c. In addition to the above procedure, each faculty member will comply with the following:

(1) Immediately upon return to duty following an illness, obtain an Application for Leave form from the secretary of the Dean of the College.

(2) Complete the form and submit it to the Dean of the College immediately.

(3) For purpose of determining length of time for sick leave, the following examples are offered:

(a) absent from college all day, but scheduled for classes in either the forenoon or afternoon - 1/2 day sick leave

(b) absent from college all day, and scheduled for one or more classes or laboratories in the forenoon and afternoon - 1 day sick leave

(c) illness for any part of a day when classes are not scheduled - no sick leave

2. Meetings of the Faculty

As a general rule, meetings of the faculty are held at 3:30 p.m. the first Wednesday of each month. Faculty members should place this obligation on their calendars and avoid conflicts with this date since it is important that all members be in attendance. For Graduate Faculty meetings, See enclosure to Appendix E. (1/21/75)

3. Faculty Office Hours

Each college faculty member is expected to be in his office at least four hours weekly for consultation with students, advisees, and others. A schedule of these hours should be posted on or near the office door and a copy of the schedule given to the Dean of the College.

4. Commencement and All-College Convocations

All faculty members participate in the Commencement ceremony, the Last Convocation, and other scheduled all-college convocations.

5. Other Convocation Programs

Each year the college schedules a series of special convocations with varied aims. Some are educational, some are entertaining, and some further various campus interests. Students and faculty are encouraged to attend all convocations.

6. Participation in College Activities

Faculty members are encouraged to attend the various activities of the college, such as dramatic performances, concerts, lectures, and athletic contests. Because the college is seeking to develop a broadly interested and informed student body, it is highly desirable that faculty members demonstrate a similar interest, both in the students and in their social and cultural activities. Attendance for staff members and families at most college events, unless it is a special fund raising benefit performance, is without charge. Identification cards for family members may be secured from the Administrative Assistant for Business.

N. Field Trips

1. Approval for field trips should be secured from both the department chairman and the Dean of the College. The instructor is asked to turn in to the Registrar at least three days in advance of the trip, an alphabetical list of the names of students who are to be absent, the date and time of the trip, the person in charge, and the destination. Copies of this list will be made by the Registrar's office and sent to classroom buildings for posting. Arrangements for transportation and travel expenses must be made at the Business Office well in advance of the scheduled trip. The instructor should contact the Food Service Manager well in advance concerning plans for feeding the group.

2. It is not desirable to schedule field trips two weeks before final examinations; however, the Dean of the College may grant permission during these times if he and the department chairman deem the trip a valuable educational experience for the student.

3. When an educational trip for a class is approved by the Dean of the College, the college will pay the necessary costs. When individuals or groups are selected to represent the college on official trips, such as varsity teams, music or dramatic groups, delegates to conventions, etc., the college will pay the necessary costs. When voluntary groups, clubs, etc., plan and carry out trips, it shall be at the expense of the individuals going or the group authorizing the trip as a group activity. If college cars or busses are available for such trips and are authorized for use, the group shall be charged on a mileage basis for such use.

O. Faculty Evaluation by Students

New faculty members are urged to contact their department chairman for copies of the forms for student evaluation of individual faculty members. See Enclosure 3 to Appendix C. (8/1/75)

P. Continuing Education Policies

1. Extension

In providing extension courses, the college is attempting to respond to requests and perform a service for those who seek further education. Instruction is offered only where need is demonstrated and where our resources permit. The following policies are involved in conducting such extension offerings:

a. A faculty member interested in teaching extension courses should so inform his department chairman and the Director of Continuing Education in writing, listing the courses which might be offered. The Director of Continuing Education will make the final decision on instructors and courses to be offered.

b. Periodically, a questionnaire is sent to superintendents and principals to determine teacher needs for instruction. A list of possible offerings is then prepared on the basis of need by geographical area.

c. Usually, extension course assignments should be part of an instructor's normal load, but occasionally because of staff shortages, they must be handled on an overload basis.

d. In most cases, faculty members will not be permitted to conduct more than one extension course in a semester on an overload basis.

e. Simply because a course is offered in the Continuing Education Catalog does not mean that the course will continue. The initial meeting or continuation of any extension course is contingent upon adequate paid enrollments. Occasionally, for reasons deemed valid by the Director of Continuing Education, a course which does not have the minimum enrollment may be continued.

f. The final decision as to whether or not a course will be offered or continued, rests with the Director of Continuing Education and his superiors.

g. Normally, regular full-time students will not take extension courses. In some special cases, however, permission to enroll in extension may be granted by an instructional dean who will also determine the method of payment for the course.

h. Transportation of the instructor to off-campus sites will usually be accomplished in college-owned vehicles. Arrangements for use of college cars should be made through the secretary of the maintenance department. If it is necessary to use a private vehicle, the usual mileage allowance will be made.

i. Extension courses will normally be conducted in the late afternoon or evening. This determination involves: (a) desires of the group, (b) availability of instructor, (c) regular college obligations of instructor, e.g., faculty meetings, committee meetings, coaching, scheduled classes, etc.

When the time of meeting, including transportation time, includes the normal meal hour, meal allowance covering actual expense, not to exceed $3.50 for lunch or $5.00 for dinner may be authorized.

j. Continuing Education classes will meet a minimum of 15 hours for each hour of credit. "Doubling-up" of sessions on the same day is not desirable. The current Continuing Education Catalog should be consulted to determine fees and whether or not both graduate and undergraduate credit may be earned.

k. Grading the work of extension course students should be on the same basis as that employed on campus with full-time students and deadlines for grades are the same. (See Paragraph I, this Section.) Adequate provision should be made for graduate students to demonstrate the high level of work which is normally expected at this level.

l. Registration information will be made available by the Registrar prior to the first meeting of the class.

m. Questions relative to the extension service of the college should be referred to the Director of Continuing Education. Individual instructors should be especially careful that requests for courses are referred to the Director of Continuing Education and that such requests arise from interested potential students or from administrators without suggestions from the instructor concerned.

n. Payment for courses will be announced in advance of contract signing.

2. Summer Sessions

a. Summer session offerings are planned and offered on much the same basis as extension courses. Presently, summer sessions must be self-supporting and employment of regular college faculty members will depend upon the need for their services, their availability, and their competence in the offerings involved.

O. Experimental Course Franchise

1. Definition of the Experimental Course

The College Curriculum Committee, under the experimental course franchise, sponsors an experimental course through its first offering without a regular preview by the Committee. Instead, the Committee examines the course merits in a review upon the close of the course. The procedure requires that a professor, a chairman, and a dean act in behalf of the Curriculum Committee in evaluating and endorsing an experimental course proposal, at the same time identifying the course as one which falls within the domain of the experimental course franchise. An experimental course may be one which lies outside the area of an already established course, either in terms of perspective, subject matter, or audience.

2. The Experimental Course Proposal Form

An experimental course proposal must be submitted for each offering of an experimental course. The form presents title, description, audience, and instruments to be employed in the offering of the course. Additional data such as registration, as well as historical and fiscal resource information, are provided along with endorsements by a professor, chairman, and dean.

3. Timetable

An experimental course may be approved for offering no later than two weeks prior to preregistration for a regular term in which the course would be offered. Offerings of the Division of Continuing Education may require some adjustment in this schedule. An evaluation is conducted during the offering, and an experimental course report is presented at the first Curriculum Committee meeting following the course.

4. Evaluation

The professor is required to evaluate the experimental offering as a course rather than as a teaching performance, using instruments defined by the Committee along with any other evaluation methods selected by the professor. The professor digests these evaluations and then transmits his/her recommendation to the department chairman on the experimental course report. This report is published by the divisional representative at a meeting of the Curriculum Committee. The Committee then makes its recommendations according to Paragraph 6 below.

5. Reporting

In using the experimental franchise, the professor incurs a responsibility to report through his/her divisional representative, the outcome of the experiment. For this purpose, the Experimental Course Report is used. The form digests reactions of students, professor, and chairman.

The report must be presented to the Curriculum Committee in its first meeting following the close of the course, whereupon the Curriculum Committee may make one of the four recommendations listed in 6 below, subject to a traditional review by the faculty and the administration.

A log of experimental courses identifying those thus far reported and those still to be reported, is maintained by the Registrar of the College.

6. Possible Recommendations

The Curriculum Committee may make one of the following four recommendations subject to the ordinary review of the faculty and administration.

a. Continue the initial experimental course through a second experimental offering, with the time for that second offering specified;

b. Convert the course from its experimental status to that of a regular offering of the Day Division. This option would require a new course proposal specifying, for example, a schedule of semester alternations;

c. Convert the course from an experimental offering to a non-listed offering of the Division of Continuing Education;

d. Conclude the experiment with due recognition to the faculty member for innovative exploration.

STUDENT AFFAIRS

Section IV

A. The Dean of Student Affairs

The student personnel program is directed by the Dean of Student Affairs. So that faculty members may be familiar with the services rendered by this office, the responsibilities of the Dean are enumerated below:

1. Assists in selection and recruitment of degree candidates. Is responsible for admissions procedures within policies set up by the Board of Trustees while delegating the operation of the Admissions Office to the Director of Admissions.

2. Is responsible for registration procedures and the maintenance of records while delegating the operation of the office to the Registrar.

3. Is responsible for the new student orientation program.

4. Organizes and directs a student personnel program in which each student is assigned a faculty member to serve as his advisor.

5. Assists faculty advisors in becoming more competent in this role.

6. Supervises the work and programs of the Dean of Men and the Dean of Women.

7. Works with students referred from any source, and is available to all who seek or need the assistance that can be given by a skilled guidance specialist.

8. Directs guidance and testing activities sponsored by the college.

9. Confers with parents regarding the adjustment of students at the college.

10. Works with dormitory supervisors, college physician and nurses, and security officers in the promotion of the general health and welfare of students at the college.

11. Directs the financial assistance program, including requests for scholarships, grants, loans, and part-time employment.

12. Is responsible for the placement program to serve students, graduates, and employers while delegating the operation of the office to the Director of Career Counseling and Placement.

13. Is in general charge of standards of conduct for and discipline of students.

14. Provides administrative direction and supervision for campus security officers in safeguarding college property and personnel.

15. Serves as ex-officio advisor to the Student Senate.

B. Associate Dean of Student Affairs

A primary function of the Associate Dean is to direct and coordinate the college housing program, including the supervision of all residence hall staff personnel. Under the supervision of the Dean of Student Affairs, the dean enforces college rules and regulations in conjunction with the college judiciary system. This individual's responsibilities involve counseling and advising students on both an individual and group basis. The dean maintains pertinent records and conducts appropriate research to assure operational effectiveness. Other ad hoc and continuing responsibilities must be assumed which appear to best serve the college community.

C. The Registrar

1. The Registrar maintains all student personnel records and issues transcripts. Grade report sheets, anecdotal reports, rating scales, attendance reports, graduate evaluations, etc., are filed in this office.

2. All student record folders must remain in the administration building and must be obtained from and returned to the Registrar. Their contents should be treated with the highest degree of confidence expected of a professional person.

D. The Director of Admissions

The Director of Admissions has the immediate responsibility for all admissions to the College, and has the major responsibility for the recruitment program. He/she is also the American Testing Supervisor. He/she works with foreign students as governmental liaison.

E. The Director of the College Union

The Director has immediate responsibility for the operation and supervision of the College Union. The Director also provides the administrative coordination and planning for student activities and cultural programming and serves as ex-officio advisor to various programming organizations.

F. The Director of Career Counseling and Placement

The Director of Career Counseling and Placement has responsibility for providing continuing assistance to students throughout their years at Plymouth in making the transition from college to professional employment by counseling and advising with career decisions. Directs placement operation, assists students with part-time and summer employment, and coordinates the New Student Orientation Program.

7/1/75

G. M. Faculty Advisors to the Individual Student

1. Most members of the college faculty will be asked to serve as faculty advisors, and the success of the student personnel program hinges on the extent to which these faculty advisors carry out their responsibilities. In general, it is the task of the faculty advisor to help the student to relate his academic experience to his personal needs and potentialities. The following list of responsibilities suggests some of the functions an advisor should perform:

a. Registration and Program Planning:

(1) To help the student feel welcome and to take his place in college life.

(2) To establish a basis of contact with the student upon which personnel procedures may be developed.

(3) To give general information relative to college life and college problems.

(4) To be certain that the student is familiar with procedures and regulations relative to curricula offered, requirements for graduation, required courses and electives, content and values of specific courses.

(5) To assist the student in completing the routine of registration.

b. Scholastic Adjustment

(1) To discuss with the student his reasons and purposes in attending college.

(2) To reconcile this college and its offerings with the student in terms of his abilities, needs and interests.

(3) To assist the student in evaluation of his scholastic strengths and weaknesses and plans for improvement.

(4) To analyze with the student his personal efficiency in study with attention to individual energy and health.

(5) To use available resources to discover the character and quality of the student's scholastic achievement in relation to his mental ability.

2. In addition to advising on program planning and scholastic adjustment, advisors may be sought out by students and asked to provide counsel on personal matters. In the following areas he may furnish advice and assistance from his knowledge and experience, may coordinate with the office of the Dean of Student Affairs, or may refer students needing special assistance to the appropriate administrator.

a. Health Adjustment:

(1) To encourage and assist the student in observing and maintaining good mental and physical health.

(2) To observe the general tone of the student's energy and vitality. To use the faculty and staff resources for estimates of student's balance of physical and mental health.

(3) To call the attention of the student to available health services, such as physician, nurse and infirmary services, funds for dental and medical assistance, etc., when the student appears to be overlooking these services.

b. Social Adjustment:

(1) To assist the student in making wise and sufficient selection of suitable activities in line with his abilities and interests. To encourage the student to give his support to worthy and interesting programs for the social good.

(2) To identify, prevent, or remedy the social maladjustment of the student through conferences, observation, and use of previous records.

(3) To discuss with the student the regulations concerning college living when the student seems unaware of or unsympathetic toward the code of conduct demanded for happy group living.

(4) To develop in the student an appreciation of the dignity of the individual.

(5) To use available resources as a means of understanding and helping the individual to meet problems of social relationships in the classroom, in the dormitory, with friends and family.

c. Financial Adjustment:

(1) To assist those students needing financial help to analyze their financial obligations and responsibilities.

(2) To assist eligible students in filing applications for scholarships and for student loans.

(3) To indicate avenues of gainful employment known to the counselor that may be open to the counselee including work opportunities at the college.

3. Each advisor is requested to consult with and contribute to the personnel folders of his counselees. A record of pertinent facts obtained during interviews should be filed in the student's folder.

8/1/75

H.E. Faculty Advisors to Student Organizations

As student membership in the various student organizations may be assumed to be a part of the overall educational process, faculty members are expected to assume their fair share of officially advising these organizations.

1. General Policies

a. A student activity should measure up as a group activity in the development of good citizenship and of other worthwhile values for the persons participating in it. Many out-of-class activities are student activities, which are initiated in that they are determined and planned by the students with the assistance of interested faculty members.

b. All organizations and activities are supervised by the college and are subject to college control as to activities and budget. As the President of the College is responsible for its administration, he has the power to veto any proposal of any college organization.

2. Selection of Organizational Advisors

Student Organizations submit the names of two faculty members as prospective advisors to the President of the College. The selection rests with the President, after discussion with the nominees, and assignment is made on the basis of interest, class load, and other responsibilities. Advisors should attend all functions of their group free of charge.

3. Duties of Organizational Advisors

a. To consult with the President on the background and development of the activity for the purpose of gathering all pertinent information about the organization and to keep the President informed of the program and plans of the organization.

b. To be present at all meetings whenever possible and to expect that he will be notified of meetings.

c. To see that the place of meeting, or that any event is registered and cleared in the office of the College Union Director at least seven days prior to the event.

d. To make clear to the organization the regulations concerning lights, equipment, "no smoking", etc., as they apply in specific buildings and rooms. This information may be obtained from the Director of the College Union, Business Manager, or the custodian.

e. To keep careful supervision of all business activities so that the organization remains financially solvent and that it follows the uniform system of accounting used in the college. The business office will explain the procedures to be followed in drawing on the funds or in payment of bills. No organization may maintain a

separate account at a bank, but should deposit funds in the Student Activities account in the business office. As a general rule, no petty cash fund in excess of $10 should be held by any student organization treasurer. No advisor to a student organization should sign for, or authorize the sending of advance payments to individuals, agents, or groups hired to furnish talent or entertainment. Any exception to this should be authorized only by the Business Manager or the President.

f. To become familiair with student regulations, dormitory hours, etc., as found in the Student Handbook. Any additional questions should be referred to the appropriate administrator.

g. To follow through on the responsibilities and obligations which have been delegated to students to see that they have been satisfactorily cleared.

4. Standards of Behavior

a. It is assumed that college students will maintain standards of behavior which are acceptable in the college and in the community. The faculty advisor is responsible for the general behavior of the organization and should make clear to the group and individuals what is expected.

b. Any major departure from previous practice or program should be discussed with the President of the College before the organization takes definite action.

5. Scheduling of Events by Student Organizations

a. Any officially recognized college organization may schedule an activity at any time within reasonable college hours. Reservations and charges are based upon the criteria listed in Paragraph J., Section VI. Requests are generally granted, provided suitable space is available, the event does not interfere with an all-college event or scheduled classes or with the reasonable activities of the college as an academic institution, and no extraordinary danger of damage to persons or property seems evident.

b. Clearance of such events must be secured from:

(1) Faculty advisor
(2) Director of the College Union, if a social event is involved
(3) Business Manager for cost of facility
(4) Food Service Manager for related food service

6. Chaperons

a. Social affairs must be chaperoned by two faculty members and/or special police. Dances held at Silver or Speare Halls require at

least one special policeman on duty in addition to chaperons. If chaperons are not available, a student chairman may substitute; however, the student chairman is charged with the overall responsibility for the social event.

b. Any persons creating a disturbance should be spoken to and, if necessary, asked to leave. In certain cases, the preservation of order may require police action in accordance with the provisions of the Student Handbook.

c. Failure to obtain proper coverage may result in the cancellation of the proposed social event.

Section V

EXTERNAL AFFAIRS

A. The Assistant to the President

Under the immediate supervision of the President, this individual has general responsibility for those external affairs enumerated in this section. He:

1. Monitors and coordinates college developmental activities to include supervising the efforts of the Director of Public Relations and the Alumni Executive Secretary.

2. Performs or coordinates designated institutional research, long range planning, and special public relations efforts.

3. Coordinates the planning and implementation of annual and special fund drives.

4. Assists the President in the preparation of special correspondence, surveys, and projects.

5. In conjunction with the Associate Dean of Instruction, maintains information on sources of grant funds.

6. Advises and assists faculty members in the preparation of proposals for federal and private research and special project funds. All proposals for external support will be processed through this office, and assistance will be provided in the preparation of budgets and the determination of indirect cost data.

B. The Director of Public Relations

Under the direction of the Assistant to the President, this individual is primarily responsible for communicating and explaining the role and functions of the college in order to maintain and increase its support by the public. In accomplishing these objectives he:

1. Coordinates and consults with administrative officers, department chairmen, and individual faculty members to keep abreast of new developments and to insure the most reasonable and balanced news coverage possible for all elements of the college.

2. Writes, edits, and distributes materials in news form; assists departments and sections in planning and effecting their own promotional events.

3. Provides journalistic photo coverage, specifically tailored to the requirements of appropriate news media.

4. Provides editorial, photo, and graphics advice and assistance to the editors of other college and departmental publications.

C. The Alumni Executive Secretary

Under the direction of the Assistant to the President, and responsive to the Plymouth State College Alumni Association's Board of Directors, the Executive Secretary is charged with implementing the policies and programs of the Association. In conducting Alumni Affairs, he is fully concerned with developing the best interests of the college and its interdependent affiliate. He:

1. Monitors and assists in the Alumni fund drive.
2. Maintains Alumni records.
3. Coordinates annual elections.
4. Prepares the Association's budget.
5. Accounts for all monies received and disbursed by the Association.
6. Publishes and edits the Alumni quarterly: "Conning Tower Gleanings" and periodically publishes the Alumni Newsletter.
7. Arranges for reunions and homecomings.
8. Works with students, and particularly the senior class, to develop awareness of the Alumni Association, its functions, and its need for continued support.

BUSINESS AFFAIRS

Section VI

A. The Business Manager

a. The Business Manager is responsible to the President for:

1. Physical Plant Operation and Maintenance
2. Purchasing
3. Food Service Operations
4. Non-Academic Personnel Operations
5. Bookstore Operations
6. Summer Conventions and Conferences
7. Land Acquisitions and Negotiations
8. Budget Preparations and Financial Allocations
9. Monitoring cash receipts and disbursements

B. Duties of the Superintendent of Buildings and Grounds

1. Under the general direction of the Business Manager, maintains the plant and equipment of the college.

2. Maintains and assigns college vehicles for travel.

3. Within the bounds of regularly established policy, attends to requests for emergency repairs of services for established college functions. Material alterations in structures or equipment which involves long term policy or considerable sums of money must be previously cleared by the Business Manager.

C. Duties of the Administrative Assistant for Business

1. Maintains personnel records, prepare payrolls, both staff and student, and distribute payroll checks. All faculty members should be sure to give him withholding slips for tax purposes, proof of birth date for retirement purposes, and desired deductions from pay check for various insurance or other benefits.

2. Issues identification cards, parking permits, etc., to college staff.

3. Receives reports of injuries to employees as soon as possible following the injury.

4. Assists in budgeting and accounting procedures.

D. Duties of the Bursar's Office

Receives and accounts for all monies for tuition, room, board, activity fees, and other college receipts which are not from student activity sources.

E. Faculty Assistance in Budget Preparation

1. Department Chairmen and individual Faculty members will be asked to assist in preparing estimates for instructional items to be included in

the biennial budget. Thus, all concerned with the acquisition of equipment and supplies should collect materials relating to materials they anticipate needing so that they will have a basis for making an estimate of the costs for the two-year period covered by each budget.

2. While an effort will be made to have some leeway in the budget for unanticipated needs, major items must be included in the biennial budget or no appropriations are made for such items and no funds are available for their purchase.

3. The budget is prepared in the spring of even-numbered years. The Business Manager will request data from faculty members relating to their equipment needs at that time. These requests will be consolidated and coordinated through department chairmen.

F. Requisitions for Supplies

1. The bulk of school supplies is ordered in an annual order and requisitions for this order are due on June 1 from each department desiring supplies. Delivery can be expected by September 1. Normally, a full year's needs (including summer sessions) should be anticipated and ordered.

2. These requisitions should list the item alphabetically, with full description, and unit and total costs. The standard requisition form available in the business office should be used in duplicate and department chairmen should furnish a consolidated requisition for their departments. Annual and supplemented requisitions should be left in the Business Manager's mailbox in the administration office.

G. Bookstore Requisitions and Policies

1. The Plymouth State College Bookstore is operated for the institution by a concessionaire, Campus Stores of Massachusetts, Inc. The college Business Manager has supervisory responsibility over the store, handles all official negotiations, and works closely with the management on all operating policies and matters.

2. The Bookstore provides all textbooks and materials for course requirement in accordance with the procedures outlined below. It stocks college-related merchandise, jewelry, physical education equipment, college-imprinted items, art supplies, room accessories, class rings, etc It will handle special orders for all faculty, staff, and students.

3. All approved and supplemental book requisitions will be prepared in duplicate by individual faculty members on forms available in the Bookstore and the administration building and submitted to the department chairman for approval and forwarding to the Bookstore Manager. Annual requisitions will be submitted according to the following schedule:

For use in the first semester - by end of preceding college year
For use in the second semester - by preceding November 1
For use in summer session - by preceding May (to Assoc. Dean)

4. To assist the Bookstore Manager in determining the number of books to order, all book requisitions are to be designated in one of the following categories:

a. Required - A text which includes material for which the student will be held responsible. Text will be stressed by the Instructor as the basic work around which the course is structured.

b. Recommended - Supplementary or suggested readings, some portions for which the student may be held responsible.

c. Bibliography - One or more texts within a range of choices offered to the student. Thus, the student has responsibility for a specific number of titles within the complete range offered.

d. Supplemental - Books which any faculty member would like to have the Bookstore keep in stock as additional independent reading material for the student.

5. So that requests may be anticipated, faculty members are urged to keep the Bookstore fully informed of the need for textbooks in any particular class.

6. As publishers will not honor the Bookstore request for desk copies, individual faculty members must arrange for and procure a desk copy directly from the publisher.

7. Faculty members may purchase or rent caps, gowns, and hoods for academic convocations through the Bookstore and the manager will be happy to cooperate in the ordering of any special supplies or books for faculty members and their families.

H. Printing Requirements

1. Individuals and organizations requiring specially printed programs, brochures, etc., are urged to use the college duplicating and copying facilities to the maximum extent possible.

2. If the services of an outside printer are required, however, all requests must be processed through the business office.

3. Printing requirements up to $300.00 may be processed and approved by the Business Manager. Job requirements in excess of $300.00, however, must be processed by the business office and forwarded to the University, where contracts are awarded on the basis of competitive bidding.

I. Travel Regulations

1. Use of college-owned vehicles

a. Staff members may reserve a vehicle through the secretary in the office of the Superintendent of Buildings and Grounds in advance of a proposed trip. No employee or student shall drive a college-owned

vehicle unless he has previously been issued a valid State Operator's License and proof of authorization in the form of a permit issued by the Superintendent of Buildings and Grounds. It is the responsibility of the faculty members arranging trips to see that student drivers have proper permits.

b. College owned or leased motor vehicles shall be used only for official purposes, not for personal or family use, unless the family member's presence is a generally accepted practice arising from the college employee's work, such as attending a professional conference, alumni meeting, etc.

c. Operators of college vehicles shall keep accurate records of destination and mileages, purpose, gasoline and oil use, repairs, and other expenses on the forms provided in the vehicle key case.

2. Use of Privately Owned Vehicles

a. Use of privately owned vehicles on college business will be permitted and reimbursed for at the rate of twelve cents a mile. Mileage will be paid from the staff member's residence or the college campus, whichever is less. The above mileage rate is expected to cover all operational costs of the car, other than toll charges or parking fees. The transportation of students to a professional meeting or conference, as on a field trip, must be approved in advance by the Dean of the College.

b. Owners of privately owned vehicles used for college travel shall procure and maintain public liability and property damage insurance including "fellow employee rider clause." This insurance coverage should be secured from your insurance company and a copy provided for the files of the Superintendent of Buildings and Grounds.

c. When a personal car is used, the names of authorized official passengers and the distances each one or more passengers may have traveled should be listed on the mileage voucher.

3. Out-of-State Travel

a. Official out-of-state travel must be approved in advance by the College President. Requests should be addressed through the department chairman to the President in writing and must specify place, purpose, and estimated expenses.

b. The department chairman will indicate his approval on the form and his recommendations as to reimbursement.

c. The President will review the proposed recommendations in conjunction with the department's budget, determine allowable reimbursement, and approve or deny the request.

d. In all cases where the person is the official representative of the college, full expenses will be met. In cases where a faculty member is attending a conference in his professional field, he may be asked to bear some of the expense.

4. Travel Reimbursement

a. Travel is reimbursed upon the rendering of an expense account, properly supported by evidence of expenditures and travel authorization in the case of out-of-state travel. Keep all hotel bills, pullman car or airline stubs, registration fee receipts, toll payment receipts, etc., to support claims for expenditures.

b. Total meals for one day should not exceed $12 in order to be allowable for reimbursement.

c. Any meals purchased exceeding this limit must be attested by sales slips or other approved certification attached. This is to care for the occasional hotel banquet which runs over this limit. Attendance at a meal exceeding the limited amount must be a necessary part of the purpose of the trip if the excess amount is to be reimbursed. Official conference meals with speakers fall in this category.

d. Submit expense accounts for travel reimbursement at least monthly and do not allow large amounts to accumulate. This is important in keeping the travel account current and making decisions about allowable travel.

5. Travel Arrangements and Tickets

Travel arrangements and tickets are individual responsibilities. However, assistance may be procured through such agencies as the Lakes Region Travel Agency in Laconia (Tel. 524-2500) or through the Travel Service of the Mechanics National Bank in Concord (Tel. 224-7771).

J. Use of College Facilities

1. The use, priorities, and charges for college facilities by college and non-college related activities, organizations, and individuals, are based on the following:

a. Priorities

(1) The first and overriding priority for the use of any college facility must go to the college's regularly scheduled educational

programs (i.e., scheduled classes)

(2) To non-scheduled departmental activities (i.e., department meetings, special lectures, etc.)

(3) To college recognized groups, activities and organizations (i.e., meetings, no-charge performances, etc.)

(4) To college recognized groups, activities and organizations who charge a fee to students, faculty, and/or staff for their services or activities

(5) To elements of the state, county, and local government (i.e., Cooperative Extension Service, Civil Service Commission, etc.)

(6) To area no-charge community services (i.e., Boy Scout events, 4-H Club meetings, etc.)

(7) To Plymouth area non-profit community services (i.e., Red Cross class for which a fee is charged, Hospital Bazaar, etc.)

(8) To service-oriented organizations who charge a fee for their services or activities (i.e., Rotary or Lions Dance, Methodist Men's Conference, etc.)

(9) To profit-making individuals or organizations.

b. Charges

(1) There will be no facility or service charges assessed against those organizations which sponsor events or activities which fall under the first three priorities listed above. Normally a charge will not be assessed against organizations or activities whose special presentations or events are regularly sponsored by the college (i.e., Red Cross bloodmobile), which are directly associated with or support regular college educational programs, (i.e., an educational workshop sponsored by a state agency) or which are associated with other elements of the University System (i.e., an area meeting of the Keene State College Alumni Association). If under Priority 4, a college recognized organization charges a small fee to simply defray the cost of film rental, speaker honorarium, etc., a minimum service charge may be applied by the college. If, however, the proceeds supplement the organization's treasury, charges for Priority 4 will generally conform to those listed below and applying to Priorities 5-8.

(2) Guidelines for Facility Charges

(a) College Union Facilities

$60.00 a day for the multi-purpose room; $40.00 for 1/2 day. $45.00 per day for lounge or double rooms, $15.00 for morning, $15.00 for afternoon, and $15.00 for evening. For smaller rooms: $30.00 a day; $10.00 each for morning, afternoon, and/or evening.

(b) Other Campus Facilities

$150.00 for the Field House or Gymnasium--plus setup charges of $100.00 for stage and sound system and $50.00 for floor setup
$ 75.00 for Silver Hall Auditorium
$ 50.00 for Speare Multi-purpose Room
$ 30.00 for Hall Lecture Auditorium
$ 30.00 for Boyd 120
$ 30.00 for Library Exhibit facility
$ 50.00 for Swimming Pool plus costs of life guard and supervisory personnel.
All other smaller rooms will be charged at the rate of $10.00 for morning, $1[illegible]00 for afternoon, $10.00 for evening.

(3) On those occasions when profit-making individuals or organizations are granted the use of college facilities under Priority 9, or on those special occasions when a fraternity, sorority, or class are granted permission to sponsor a large pop concert, charges will be assessed as in Paragraph (2) above. In addition, such organizations will be normally charged 15% of their gross profits, plus the costs of special physical or security arrangements, extraordinary clean-up, maintenance, and repairs for any damage which occurs.

(4) To provide a competitive advantage in attracting and accommodating conferences and workshops, and to insure sponsorship of special activities, the Director of Continuing Education, in coordination with the Business Manager, will be granted some flexibility in negotiating the total charge.

c. Initial Contacts, Arrangements, and Scheduling

Within the above priorities, the college calendar will be prepared by the instructional deans and other college administrative officers. The Director of the College Union will be the primary contact for campus organizations desiring to utilize College Union facilities. Agencies and individuals desiring to arrange for workshops and educationally oriented conferences will be referred to the Director of Continuing Education. These directors will confer and coordinate with the Business Manager who will also be the primary contact for those non-campus organizations which wish to utilize college facilities on a one-time, overnight, or other short-term basis. The above administrators and those members of the college community wishing to schedule a facility under Priorities 2, 3, and 4, will insure that room reservations for special activities are cleared with the Director of the College Union. If meals or refreshments are desired, arrangements must be made with the Food Service Manager and the Director of Physical Plant contacted for special seating and setup.

2. Individuals scheduling for student organizations are also referred to Paragraph G-5. Section IV.

K. Transportation and Facility Charges

1. Use of college cars and trucks shall be charged to the using department or organization on a mileage and minimum charge basis.

2. Transportation of authorized college personnel on all-college business in connection with the college administrative or instructional program,

transportation of equipment and supplies for the same kinds of programs, etc., will be made upon the college budget.

3. Organizations supported by student activity fee allocations, dues, admissions charges, etc., will be directly billed for facilities, equipment, and vehicle and staff time, according to the discretion of the Business Manager.

L. Telephone Usage

1. College telephones, except pay stations, are for business use or necessary personal use by staff members because of their employment here. Only college faculty and staff members are authorized to make long distance calls. Before calling long distance, please be sure that it is necessary to the efficient transaction of the college's business and that other cheaper means of communication would not be an adequate substitute. For all long distance calls within New Hampshire, use the WATS service by omitting the area code and dialing 81-1 preceding the seven digit number.

2. All business long distance calls to include WATS calls made by staff members should be recorded on the telephone toll call register pads provided for each telephone.

3. No personal long distance calls should be made on college phones. Use the public pay phones instead for personal long distance calls.

M. Parking Permits

Faculty members should obtain parking permit stickers from the Administrative Assistant for Business. Parking lots available for faculty use are situated adjacent to the boiler plant and Rounds Hall, beside Memorial School, to the south of Boyd Hall, on the north side of Silver Hall parking area, and to the east of the Physical Education building. The Speare Hall parking area is designated for the building staff and official visitors. Other lots are normally for student and general public usage, unless faculty lots are full.

N. Identification Cards

Application for identification cards for faculty members and the members of their families may be submitted and processed through the business office.

O. Moving Expenses

1. Upon recommendation of the Dean of the College and the President, the University will pay up to one-half of the cost of moving furniture and household goods for new faculty, subject to the following maximums: (Personal travel expenses or subsistence of the individual or his family are not reimbursable.)

Less than 200 miles	$100
200 to 500 miles	$175
501 to 1000 miles	$350
1001 to 2000 miles	$425
Over 2000 miles	$500

2. Reimbursement will be made upon submission of appropriate forms, through the Dean of the College to the Business Manager who will forward it to the University.

3. When the move of furniture or goods is made by other than a commercial service, the following limitations apply:

a. If the move is made using a rented trailer, one-half of the trailer rental and two cents a mile for additional automobile costs will be allowed. One-half of the cost of packing materials will also be allowed.

b. If the move is by rented truck, the one-half of the truck rental, including gasoline if separately charged, will be allowed. One-half of packing materials costs will also be allowed.

c. Highway toll charges are not reimbursable.

d. Reimbursement for one trip only will be allowed.

P. Disposal of College Property

Disposal of movable equipment and supplies which have been deemed by the departmental administrator responsible for a particular inventory to be "worn out", uneconomical to repair, or obsolete, shall be determined by the Business Manager. He may elect one of the following methods of disposal:

1. Transfer the item(s) to another unit within the University System which can utilize the item(s) or to the Purchasing Agent's inventory for possible future assignment.

2. Sell the item(s) at public auction or by other means as deemed appropriate given the value and nature of the item(s). The proceeds shall be deposited to the "Miscellaneous College Receipts" account(s) or other appropriate income accounts designated by the Vice President-Treasurer. Any item of an estimated value of $50.00 or more must be advertised for sale. Items of lesser value may be advertised depending upon the Business Manager's judgement of staff interest in their purchase.

3. Sell the item(s) for junk or reclaim value and deposit the proceeds to the appropriate income account designated by the Vice President-Treasurer.

4. Instruct the department administrator wishing to dispose of the item(s) to remove the item(s) to the local dump facilities (or give it (them) away).

O. Receipt of Cash Funds on Behalf of the College

Receipt of cash through the sale of college property, services, or by-products of its activities shall be properly documented and the cash

deposited to the proper account in accordance with procedures set forth in the Standard Practice Manual (Section II, H). Under no circumstances are such cash receipts to be used for personal purposes or for unauthorized college activities or maintained in so-called "petty cash boxes" in departmental offices.

CONDITIONS OF EMPLOYMENT

Section VII

A. Appointment and Tenure

1. All members of the faculty without permanent tenure are appointed for one year terms which may be renewed following an annual review of individual performance by the Dean of the College, the Associate Dean of Instruction, the chairman of the department, and the President.

2. Permanent tenure is a status conferred on faculty members on their demonstrated merits without regard to the period of time served except as provided in Appendix C. Such tenure can be acquired only by affirmative action of the Board of Trustees on the recommendation of the President of Plymouth State College as advised by the Dean of the College and the appropriate department chairman of Plymouth State College.

B. Faculty Assignments

1. Responsibility for scheduling faculty assignments for instruction, research, and service rests with the department chairmen, instructional deans, and President. Assignment to college committees may be made by appointment or election.

2. Faculty members are expected to exercise judgment and conscience in fulfilling assignments. In the event that a member of the faculty finds that he must be absent from the college or is otherwise unable to meet scheduled responsibilities, it is expected that he will so notify his department chairman as far in advance as possible.

3. Members of the faculty may undertake outside professional services as long as these obligations do not impair the instructional, scholarly, and other services which they are expected to fulfill in the nature of their college employment. The services so undertaken should be of such character as to sustain the prestige of the college and the professional competence of the faculty member. It is expected that such outside services will not exceed a time equivalent to one working day per week.

4. Major obligations must be made a matter of record, through the department chairman, with the appropriate dean or the President and receive his approval. In the event a faculty member is in doubt whether outside obligations might impair his instructional, scholarly, and other services within the college, he is expected to consult with his department chairman, and deans or the President.

C. Academic Freedom

1. The college believes that a teacher is entitled to pursue truth wherever it lies, to freedom of discussion in his classroom or elsewhere in his areas of academic competency, and to his rights and responsibilities as a citizen.

2. It therefore subscribes in principle to the following excerpts from the 1940 Statement of Principles of the American Association of University Professors:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

D. Lines of Authority

1. Final decisions concerning faculty working conditions of the Plymouth campus will ordinarily be made by the President of Plymouth State College. Faculty or staff members who believe they are wrongfully treated may ask that the Faculty Welfare Committee make a recommendation on their behalf. It is hoped, however, that faculty and staff members will give the President every opportunity to effect satisfactory adjustments before any appeal to other sources, and will feel free to discuss frankly with the President, the conditions of their work. Faculty and staff members should work with and through their department heads.

2. From time to time, the faculty member may expect a conference with his department head, the instructional deans, or the President, looking to the maintenance of his work at a high level of professional competence. Faculty members are urged to keep administrative staff members informed and to seek their advice on problems or proposals.

E. Faculty Ranks and Compensation

1. Members of the faculty are ordinarily appointed in one of four ranks. The following standards are used as guides, subject to exceptions in unusual circumstances, in making appointments and promotions.

a. An Instructor shall have completed, or made substantial progress toward completing formal advanced study appropriate for his field.

b. An Assistant Professor shall have completed formal advanced

study appropriate for his field and have had successful teaching or other relevant experience.

c. An Associate Professor shall have completed formal advanced study, have had several years of successful teaching or other relevant experience, and have shown evidence of professional development and scholarly interest as reflected in research or other individual creative effort.

d. A Professor shall have a background of successful teaching and research, marked by the perspective of maturity and experience, or some truly outstanding creative attribute generally recognizable in the academic world as a special asset to a university faculty.

2. Minimum requirements used in determining eligibility for a particular rank and present approximate salary scales are given below. Special adjustments can be made for outstanding applicants or where the commonly accepted advanced study appropriate for his field terminates at a different degree level than shown below.

Rank	Education	Yrs. of Educ'l. Experience	Usual Min.	Usual Max.
Instructor	-Master's degree	-3	$ 8,500.	$10,500.
Assistant Prof.	-Master's plus 30hrs.	-5	10,000.	13,500.
Associate Prof.	-Doctor's or equiv.	-5	12,000.	15,500.
Professor	-Earned Doctorate	-7	14,000.	22,000.

3. Although the above salaries are for ten months, occasional opportunities exist for summer session or extension course teaching at added compensations. Faculty members whose responsibilities demand it will be appointed on a twelve month basis. (See Paragraph M, Section III.)

F. Evaluation Procedures for Faculty Compensation and Promotion

1. Promotions are made on the basis of demonstrated individual merit with some consideration also paid to time in rank. Compensation is determined based upon consideration of the guidelines enumerated in Paragraph 4 (below) and upon judgment as to the individual's merit. In making these judgments, the following sources are normally utilized:

a. Faculty Report Sheets
b. The department chairman's report and comments
c. Instructional dean's report and comments
d. Student evaluation summaries
e. Peer evaluations

2. Compensation

a. Annually, and midway in the first semester, each faculty member is requested to complete a Faculty Report Sheet, listing his achievements and activities for the year. (See Enclosure 2 to Appendix C.)

This brings to the attention of the evaluators, all those matters which the individual feels they should know in order to assist them in their judgment.

b. The department chairman reviews the report sheet, makes his comments based upon his evaluation of all available sources, and using the report sheets and other criteria, recommends a compensation level for each member of the department faculty.

c. The Faculty Report Sheets, the department chairman's recommendations, and other criteria are then discussed by the chairman, the instructional deans, and President in order to arrive at a relative all-college ranking of the individual's contributions and effectiveness. Within funds available, the President assumes final responsibility for a contract salary recommendation to the Board of Trustees for each person.

3. Promotion and Tenure

a. Each eligible individual is responsible for initiating the preparation of the basic information for his Promotion/Tenure Recommendation Folder. Each succeeding evaluation level is to add its materials as the process proceeds. The Departmental Promotion and Tenure Committee reviews the Report Sheets and other documentation for all individuals eligible for promotion and/or tenure. (Questions regarding an individual's exceptional eligibility may be addressed either to the Committee or the department chairman.) The Committee recommendations are submitted to the department chairman. The individual's folder records the recommendations of the Committee, the department chairman, and the instructional deans. It will also include profiles of teaching evaluations by peers. The completed Promotion/Tenure Recommendation Folder is given to the President, who presents the folder, along with his final recommendation, to the Board of Trustees.

b. For detailed Promotion and Tenure Guidelines as recommended by the faculty and accepted by the President with minor editorial changes and amendments, see Appendix C.

4. The evaluative criteria used are as follows:

a. Teaching skill and effectiveness
Mastery of subject matter; effectiveness of communication; impact on students; organization, content, and quality of courses; originality and enthusiasm.

b. Reputation among students and colleagues

c. Research and publications
Resourcefulness and originality; familiarity with scholarly resources; knowledge of subject-matter frontiers; investigational skill, including critical capacity, accuracy and discrimination of observation, and ability to analyze and to assess relationships; effectiveness in utilizing assigned time; significance of research results; and publications based on research.

d. Professional standing and participation
Extent and significance of research and creative interests allied to the profession; specific achievements; positions of trust held; publications; professional recognitions; participation in professional societies; evidence that he is a "trustee of learning" in his special field; and capacity for growth.

e. College and community service
Contributions to community, state, or region, giving consideration to qualities of a scholarly or personal nature which affect these relationships favorably or adversely; interest and effectiveness; extent of demand for his services; capacity for leadership, and reaction of colleagues and persons served. These services should be supplementary to and strengthening the principal job of teaching for the college, not interfering with and debilitating to this job.

f. Attitude and willingness to work as part of the team in achieving the successful performance of the functions of the college
Honesty; straightforwardness; ability to make and help carry out constructive suggestions; refraining from backbiting and public criticism of professional colleagues; willingness to assume extra work in emergencies; regular and contributing attendance at college committee and staff meetings and other college functions.

5. Salary increases and promotions will depend upon demonstrated meritorious performance.

G. The Academic Year

The college academic year is a ten-month year beginning September 1 and ending June 30. Some administrative and certain faculty members are on a 12-month fiscal year contract.

H. Payroll Practices

1. The University pays its employees bi-weekly. Those on fiscal-year contracts receive their pay in 26 installments through the year. Those with academic-year contracts receive their pay in 26 installments, beginning in September. Pay periods end every second Friday and checks are ready the same day. Checks are mailed to the employee's office or will be deposited to the employee's account in a local bank.

2. If additional work is required beyond the regular college year, additional payment shall be pro-rated on the basis of the regular basic salary.

3. If professional duties are assigned away from the college during the regular college year, expenses shall be paid.

I. Resignations

Staff members should follow professional and ethical standards so that the

interests of both the staff member and the college are considered as much as possible. A staff member may resign during the term of his appointment by submitting written notice of his resignation to the College President with appropriate notice of his intent to his department chairman and the Dean of the College for action ordinarily at least four months in advance of the effective date.

J. Dismissal or Nonrenewal of Appointment

1. Faculty members without permanent tenure

a. Nonrenewal of Appointment

A member of the faculty without permanent tenure whose appointment is not to be renewed will be so notified in writing by the college President by March 1 if he is in his first academic year of service at the college; by December 15 if he is in his second academic year of service at the college; and at least one academic year before the expiration of his appointment if he has two or more academic years of service at the college. (The December 15 date is designed to give both the faculty member and the college administration an opportunity for a fair appraisal of the work of the first semester.) While the college academic authorities should be willing at all times to give as fair and objective appraisal as possible to a staff member about the effectiveness of his work, there shall be no obligation that formal charges be brought or that the faculty member be given anything except timely written notification of the intent to terminate his contract in accordance with the above time limits.

b. Dismissal of a Faculty Member without Permanent Tenure

In cases of proven moral delinquency of a grave order, extreme professional incompetence, or continued deliberate neglect of duty, it shall be the function of the college President to try initially to reach a satisfactory settlement with the faculty member concerned. If such a settlement cannot be achieved, the President will ask the Faculty Speaker in conjunction with the Faculty Observer to the Trustees' Meetings, and the Student Body President to appoint an ad hoc Hearing Committee to consist of five tenured faculty members. Members of the Hearing Committee will be chosen based upon their standing in the college community and for their objectivity both in general and with respect to the issue at hand. No member of this ad hoc committee may be a member of either the Faculty Welfare or Review Committees. The Faculty Review Committee may also present its recommendations to the college President if requested to do so by the faculty member, following his notification of the findings of the five-person Hearing Committee. The Hearing Committee and the Review Committee, if appealed to, shall establish their own rules of procedure, shall provide for either a written or a taped transcript of proceedings, and shall inform the college President in writing of their recommendations. The President shall make final disposition of the matter.

2. Faculty Members with Permanent Tenure

No member of the faculty with permanent tenure shall be dismissed or refused reappointment, except for professional incompetence, deliberate neglect of duty or moral delinquency of a grave order. Nor may he be suspended from duty pending a full investigation of any such charge unless the college President judges that his continued presence in the classroom or laboratory might endanger his own welfare or that of his students.

3. Procedures to be Followed Prior to Dismissal of a Tenured Faculty Member

a. The faculty member shall be invited to meet with appropriate administrative officials, including the college President, and, if he wishes, to bring an advisor. At this meeting, which shall be conducted as much as possible in an atmosphere of counseling and frank review of the problem, a mutual agreement shall be arrived at, if possible.

b. If no mutual agreement is reached, a formal notice shall be sent by the President to the faculty member, stating the charges or reasons for the proposed dismissal, the intent to dismiss and proposed time for dismissal, and inviting the faculty member to respond, in writing, as to whether he wishes a further formal hearing before the administrative officers or an ad hoc Hearing Committee, or whether he accepts the conditions for dismissal.

c. If the faculty member requests it, the President shall request through the Faculty Speaker, assisted by the Faculty Observer to Trustee Meetings and the Student Body President, that a Hearing Committee be established. Such request from the faculty member shall be made within a period of one week after receipt of the dismissal notice. The Hearing Committee shall consist of five tenured faculty members, none of whom shall be members of the Faculty Welfare Committee, who shall be chosen for their standing in the college community and their objectivity, both in general and with respect to the issue at hand.

d. The Hearing Committee shall elect a chairman and determine its own rules of procedure. Each side shall be given timely notice of the hearing and advised of its right to be present at any meeting at which evidence is introduced and to be assisted and represented by counsel. Witnesses may be called by either side or by the Committee to give testimony, and written statements may also be taken from persons not available for questioning and considered by the Committee if neither side objects. Each side shall be entitled to know the identity of all persons who have communicated with the Committee about the case, and to question all persons who have given evidence. If the faculty member's professional competence is challenged, he may select one or more scholars in his own field either from the University or some other institution to appraise his qualifications, but in that event, the administrative officer seeking the dismissal may do the same. It shall be left to the Committee's discretion to determine, after consultation with both sides, whether the hearing shall be public or private.

The Hearing Committee shall keep a complete record which shall include all evidence and arguments as well as the final vote and dissenting opinions, if any. At the conclusion of the hearing, this record shall be available upon request to either party. The Committee's consideration of the case shall be based solely on the evidence and arguments presented at the hearing.

At the conclusion of its deliberations, the Committee shall make its recommendations to the college president and send a copy of its recommendations to the faculty member charged.

e. Within one week after the receipt of the recommendations, the college president shall confer with the faculty member and ask if he or she wishes to accept the recommendations, if they are satisfactory to the college president. If no mutual agreement is then reached, either the faculty member or the college president may ask that the Faculty Review Committee formally review the case, having available to it the complete record of the Hearing Committee, and make its recommendations.

f. If either the faculty member or the college president wish, within a period of one week after the finish of review by a campus committee or committees, he/she may refer the case and the records to the Board of Trustees for review. The Board shall decide whether to review the case within 60 days and notify both principals in writing. If the Board decides to review the case, both principals shall be given an opportunity for argument, oral or written or both. The decision of the Hearing Committee shall either be sustained or the proceedings returned to the Committee with objections specified. In such a case, the Committee shall reconsider its recommendation, taking account of the stated objections and receiving new evidence if necessary. It shall report its final recommendation to the Board and to the faculty member concerned. After studying the Committee's final recommendation, the Board shall make a final decision in the case.

K. Retirement

1. The tenure of each member of the faculty terminates on the June 30 following his/her 65th birthday, except for members of the faculty in service on July 1, 1963, who remained in the State Retirement System. Information about the New Hampshire Retirement System for those few persons is best obtained directly from the Office of the System in Concord.

2. Under rare and unusual circumstances, and at the discretion and on the initiative of the College, employment of a member of the faculty may be extended beyond the normal retirement age, but in no case may annual retentions be extended beyond the June 30 following the 69th birthday.

L. Retirement Plans

1. TIAA-CREF Retirement Plan

a. The University System retirement plan for the majority of faculty or those not under the State System is under contract with the Teachers Insurance and Annuity Association of America and the College Retirement Equities Fund. New faculty with the rank of assistant professor or higher (and those who currently belong to a TIAA program elsewhere) may enter this program at the beginning of their service with the University. Administrators whose salary equals the average salary paid to assistant professors may also join immediately. Others must join after one year unless they sign a waiver of any claim on the University for retirement benefits.

b. Under TIAA-CREF, the University contributes 5 percent and the faculty/staff member contributes 5 percent on the amount equal to the Social Security base of his/her annual salary. On amounts over the base of Social Security, the University contributes 10 percent and the employee contributes 7 percent. Faculty members may contribute a higher percentage of their annual salary if they want to ensure a higher retirement income. Salary reduction (tax-deferred annuity) is available to participants. The University's contributions are fully and immediately vested for faculty members.

c. The legal form is an individual contract between the Association and each individual employee. These contracts read that the "annuities do not provide for loans or cash surrender." However, TIAA-CREF does permit cash returns of premiums (termed "repurchase") providing that:

1. The annuities have been in force not more than five years;
2. The total deposits do not exceed $2,000;
3. The annuity owner requesting repurchase is neither employed by nor moving to a participating institution;
4. The contributing institution(s) consents.

d. The University, having made contributions to the retirement contracts of given individuals, authorizes the University Vice President/Treasurer to approve requests for repurchases by severed employees upon the approval of TIAA-CREF, but shall require the return of institutional contributions to the University. Any returned contributions so received shall be credited to the Retirement Fund Expense Account.

2. Old Age and Survivor's Insurance (Social Security)

All University System employees, except those covered by the Federal Civil Service Retirement Program, are enrolled in the OASI (Social Security) program at its current rate.

3. Supplemental Retirement Income

This package guarantees annual income for faculty and P.A.T. staff members who retire at age 65 with at least 15 years of full-time service, on a graduated schedule, inclusive of Social Security and TIAA/CREF benefits: 15 years guarantees $3,600; 25 years, $6,000. Reduced benefits for retirement at age 62.

4. Supplemental Retirement Annuity

The University System also makes available through TIAA-CREF a Supplemental Retirement Annuity (SRA) to enable a faculty member to insure greater retirement benefits with additional tax-deferred annuities. The faculty member may make additional contributions in accordance with IRS regulations. SRA contracts may be cashed in at any time.

M. Leaves of Absence

1. For Professional Improvement

a. Faculty members with the rank of assistant professor and above (and staff members with an equivalent rank) shall become eligible for leave of absence for professional improvement upon the completion of six years of full-time service at the College in the rank of instructor or above, not including time spent on previous leaves with or without pay. Such leaves of absence may be granted for one-half year with full salary, or for a whole year with half salary.

b. Applications must be submitted to the President through the chairman of the department and the appropriate dean one year in advance of the date the leave is to begin, if possible.

c. Leaves of absence for professional improvement are granted by the Board of Trustees upon the recommendation of the President, after consultation with the appropriate deans and the department chairman. Each application shall be decided upon its individual merits. Leaves are granted in recognition of the University's responsibility for facilitating independent study, research, and creative activity among established members of the academic profession, and to facilitate obtaining the doctor's degree.

d. Leaves shall be granted with the understanding that the recipient shall return to the service of the College for a period of one year or reimburse the University for the full amount of the salary received while on leave.

e. The operation of this leave policy is subject to there being sufficient budgeted funds or the assumption of the staff member's duties by other members of the department.

2. Without Pay

a. Leaves of absence without pay may be granted to members of the faculty and staff by the Board of Trustees upon the recommendation of the President Applications shall be submitted to the President through the chairman of the department and the appropriate deans. Each application is decided upon its individual merits, after consideration of the advantages and disadvantages of the College.

b. The College will continue, upon request, to pay its normal share of fringe benefits if the faculty member also pays his share. In the event that a faculty member does not return following an unsalaried leave, reimbursement of the University's share of such payment must be made. Leaves are not granted ordinarily for a period of more than one year.

3. Military Leave

a. A full-time faculty member will be granted military leave of absence without pay by the President upon voluntary or involuntary assignments to

extended active duty with the United States armed forces. Military leave shall continue throughout the period of active duty.

b. Upon satisfactory completion of the term of service, the faculty member is entitled to "reinstatement" in the same status which he/she held prior to military leave, if the request for reinstatement is submitted within 90 days of release from active duty or from hospitalization which continued military service.

c. Temporary military leave of absence, as required by the military unit to which he/she is attached, will be granted to a full-time faculty member by the Dean for not more than twenty-two days (22) in any 12-month period for the purpose of reserve training or active duty. The faculty member on temporary military leave will be paid the difference between his/her regular pay as a faculty member and military pay for such leaves.

4. For Jury Duty

a. A temporary leave of absence may be granted to a faculty member by the Dean for the purpose of satisfying the individual's civic responsibility when summoned for jury duty.

b. The institution will pay the difference between the individual's regular pay and jury duty compensation (not including expenses) during the period of the leave of absence. An alternate arrangement is also provided whereby the individual serving can receive full pay for the period of leave by remitting to the institution the compensation received from the court (not including expenses). The individual shall suffer no loss of annual leave or other fringe benefits during the period of leave. It is expected that the leave of absence will be granted for only that period required for jury duty and that the faculty member will be available at those times and on those days when jury duties are not required.

5. Disability Leave (Short-term and Long-term)

a. The University System provides a long-term disability insurance plan in which a faculty member may choose to participate. The plan provides benefits after six months of total disability in the amount of two-thirds of last salary (combination of Social Security and benefit and disability) which continues for the duration of the disability or until age 65, whichever is first.

b. In the intervening six-month period from the date of disability to the date of commencement of long-term disability benefits coverage, the University System will provide for temporary illness, sick leave, and for short-term disability by providing full pay for a period up to six months, or until the onset of long-term disability.

c. In the event of subsequent periods of disability after utilization of all or part of the benefit provided above, the following shall apply:

(1) If the subsequent disability is unrelated to the first, the same policy or benefits outlined above will apply.

(2) Should repetitive disabilities create an inability to handle the responsibilities of the job properly, appropriate action shall be considered, i.e., eligibility for total disability insurance or amended terms and conditions of employment.

d. Compensation for loss of earning capacity and payment of medical expenses due to injury, occupational disease, or death arising out of and in the course of employment is provided under the Workmen's Compensation Law. It is imperative that injury sustained during employment be promptly reported.

6. Pregnancy-Related Disabilities

a. A member of the faculty may choose to work while pregnant unless she is unable to perform her job in the normal manner. A pregnant staff member and her department chairman are each expected to give due consideration to safe working conditions and practices during the period of pregnancy.

b. Pregnancy and/or childbirth are considered disability conditions, but not for any fixed period of time. When in an individual case, medical opinion indicates that a faculty member's pregnant state and the regularly required duties of her position are incompatible, the policies for Temporary Illness and Leave of Absence for Illness shall apply. Leave should continue until and only until the faculty member, on the basis of medical opinion, is able to return to work. For pregnancy and childbirth without medical complications, leave may be granted for up to a total of twelve (12) weeks before and after childbirth.

7. Sick Leave

Sick leave is provided by the University System. It includes 15 days each year, earned at the rate of 1 1/4 days per month, for a maximum accumulation of 130 working days.

8. Death in the Family Leave

Leave includes 5 days for immediate family, 1 day for other relatives.

9. Vacation Leave

Vacation leave information is specified on the individual's letter of appointment.

N. Holidays

The following holidays are recognized as University holidays:

New Year's Day
Memorial Day (last Monday in May)
Independence Day

(continued)

Labor Day (First Monday in September)
Veterans' Day
Thanksgiving Day
Christmas Day
and four additional holidays to be determined and announced by Plymouth State College

O. Workmen's Compensation

1. The Workmen's Compensation Law provides compensation for loss of earning capacity and payment of medical expenses due to injury, occupational disease, or death arising out of and in the course of employment. Workmen's Compensation is available to all University System employees -- permanent, temporary, and part-time.

2. The Workmen's Compensation Law requires that all faculty promptly report every injury during employment to their immediate supervisor (See Policy Manual XVII-C-2 for reporting). The "Employee's First Report of Injury or Occupational Disease" must be forwarded to the Labor Department, State of New Hampshire, by the System Personnel Office within five working days from their knowledge of the accident.

3. Faculty who are totally disabled from work-connected injury are entitled to all Workmen's Compensation benefits and to full pay for a period of disability not to exceed one calendar year (beginning with the first day of disability), payable on existing pay dates (except that the combination of Workmen's Compensation and pay shall not exceed full pay), and subject to payroll deductions with respect to full paid benefits.

P. Unemployment Compensation

1. All faculty members of the University System are covered by unemployment compensation insurance. The purpose of this coverage is to protect employees from complete loss of pay during periods of unemployment. The only exception is a regularly enrolled student.

2. The University System pays the total cost of this benefit by reimbursing the State of New Hampshire for all claims actually paid.

Q. Insurance

1. Life Insurance

Details on life insurance programs are provided in the University System Fringe Benefits Summary at Paragraph Y of this section.

2. Health Insurance

a. Group Health Insurance to Include Major Medical Coverage

The hospitalization insurance program is a group plan providing both hospital and doctor services. Two options are available to the employee, a high and low plan. The employee is furnished the low option

at no expense, and may elect the high option by paying a premium. Family coverage for both plans is available on payment of additional premiums.

b. The basic plan (low option) provides for room and board (semi-private) and other hospital charges for 120 days, and surgical benefits according to a schedule, with maximum surgical procedure payment up to $425.

c. A more extensive coverage, the high option, provides for room, board and other hospital charges for 120 days, with surgical benefits up to $1,800 per procedure.

d. Major medical benefits up to 1 million dollars (lifetime) are provided after $100 deductible per person per year. Maximum deductible of $300 per year per family. Benefits are paid for covered items, 80% by the insurance carrier, and 20% by the individual up to the first $2,000, then 100% by carrier for each calendar year.

3. Dental Insurance

A group dental insurance plan is provided at no cost to the staff member. This plan provides for reasonable and customary charges for dental care for employees, $25 per year deductible. Dental charges are paid 80% by the insurance carrier and 20% by the employee for routine procedures (50% is paid for major procedures), up to a maximum of $1,000 per year. Group dental insurance for dependents is also made available with costs borne by the employee.

R. Educational Benefits

1. A faculty member filling a budgeted position may enroll in any of the regular credit courses offered by the University at Durham, the colleges at Keene or Plymouth, the Merrimack Valley Branch, or the School of Continuing Studies, and receive a waiver of tuition according to the following schedule. This benefit does not apply to non-credit courses, "short courses," institutes, or courses offered by other universities on campuses of the University System.

The benefit for faculty is:

Percent of Appointment		Educational Benefit
Full-time	100%	2 courses/semester (6-8 credit hrs./semester)
3/4-time	75%	4-5 credit hrs./semester
1/2-time	50%	1 course/semester (3-4 credit hrs./semester)

Note: For summer session, the faculty educational benefit is equal to one-half that of a fall or spring semester benefit. (Example: a full-time employee is entitled to one course or 3-4 credit hours tuition free.)

2. Spouse and dependent children of faculty members may enroll in any of the regular credit courses offered by the University at Durham, the colleges at Keene or Plymouth, the Merrimack Valley Branch, or the School of Continuing Studies at one-half the tuition rate charged in-state residents.

3. The tuition grant or waiver will be extended to all eligible faculty who are on the payroll on the Monday preceeding the first day of classes. Faculty terminating during a semester are responsible for payment of a prorated tuition charge.

S. The Faculty Loan Fund

The Faculty Loan Fund is designed to encourage professional improvement by way of advanced study. The terms and conditions of this fund are as follows:

1. Faculty members who have served the College not less than two years, but who have not been employed the required time nor achieved the academic rank and title to be granted paid leave for professional improvement, shall be eligible to borrow not to exceed a total of $5,000 from this loan fund.

2. A Faculty Loan Committee consisting of the Dean of the College, the Business Manager, and three faculty members appointed for three-year terms by the Faculty Welfare Committee shall recommend to the President of the College the amounts of such loans to be granted to each faculty member whose application is approved.

3. Interest shall be at the rate of 4% from the date of loan until the loan shall have been paid in full, except that as soon as such faculty member's employment by the College is terminated, the rate shall advance to 7% until the loan is paid in full.

4. Interest shall not be payable during the time the faculty member is actually on leave for professional improvement, but will be computed from the date of the loan and incorporated in the installment schedules of repayments hereinafter set forth.

5. Repayment of the loan and interest thereon shall be at the rate of not less than $50 per month beginning with the first salary payment for the month in which the faculty member returns to service at the College, then shall continue at this rate for each month in which the faculty member receives compensation from the College during the academic or fiscal year, depending upon the type of contract held by the faculty member. Such payment shall include both interest on the unpaid balance and reduction of principal.

6. Nothing in this installment schedule of repayment shall be construed as other than a minimum requirement, and would not preclude the repayment of the loan in such larger amounts as the faculty member may elect. If the faculty member's employment by the College is terminated, repayment shall be at the rate of not less than $75 per month, covering both interest and principal, effective with the date of such termination of employment.

7. Persons interested in making application should see the Dean of the College.

T. Credit Union Membership

1. Faculty members are eligible for membership in the New Hampshire State Employees Federal Credit Union. As a member, the individual may have regular savings deducted from his bi-weekly pay and is eligible for low-interest loans of up to $10,000.

2. The business office has copies of a credit union brochure and information as to other benefits.

U. Living and Dining Accommodations

1. When there are dormitory or other living accommodations available, staff members may rent campus facilities.

2. College dining rooms are open to staff members and their guests at regular student rates.

3. Employees having official guests and being required by the nature of their work to have a meal here with their guests instead of off-campus, may make arrangements to have these meals charged to the College through the business office.

4. Guest rates during special conferences will be the rates established for the conference participants.

5. Staff members having knowledge of groups coming to campus to be fed should work closely with the Business Manager and Food Service Manager on details of numbers, arrangements for payment, etc., as far in advance as possible.

V. Family Conflicts

More than one member of an immediate family may be appointed by the University to professional or administrative staff or faculty positions. Each such appointee shall receive the full benefits and privileges of a regular appointment. However, no faculty member, department chairman, dean, or other administrative officer will participate in decisions affecting the appointment, tenure, promotion, or other status of a member of his or her immediate family.

W. The College Camp

1. The College camp, located at Loon Lake, is available to both faculty and students. Reservations should be made through the maintenance secretary who will issue the keys. Its use is restricted to college students, faculty, staff, alumni, and their guests, and persons using it should help enforce the ruling that it is not a public beach.

2. During the summer, the camp may be reserved by staff families for a period not to exceed one week. This time may be extended if no other reservations are made, but the one week limit is designed to distribute fairly the use of the camp time. The back bedroom on the first floor must be kept available to others entitled to use the camp for changing for swimming during the day.

3. To help defray the costs of electricity, insurance, equipment, and maintenance for the camp, a charge of $35 per week will be made for its use by staff families.

4. All users should take great care to see that fires are thoroughly extinguished and all doors and windows securely fastened upon leaving. All waste and garbage should also be disposed of, leaving the camp clean for the next user.

X. College Research Grants

1. The College maintains a small research grant fund to assist members of the faculty in minor research undertakings. These grants might apply to:

a. Small research projects;

b. Completing publications;

c. Providing the initially valid research evidence necessary for the application for larger research grants.

2. Requests or proposals should be submitted in letter format to the Dean of the College, who will effect a committee evaluation based upon the following:

a. One such request may ordinarily be granted to a faculty member for any given project and for any one year unless a faculty member has more than one project proposal for any one year. Such cases involving more than one grant request per year will be reviewed by the committee, and if it is determined that such a request will not financially jeopardize grant requests of other deserving faculty, it may be honored.

b. All proposals will be carefully reviewed in terms of their benefit to the academic and/or social environment of Plymouth State College.

c. Ordinarily the maximum grant will not exceed $200.

Y. University System Fringe Benefits Summary

BENEFITS	COST	WHAT THE BENEFITS PROVIDE TO YOU
VACATION/PERSONAL LEAVE	Paid by employer	P.A.T., 22 days each year, accumulation 30 days; academic year faculty, vacation associated with academic year calendar "vacation or holiday periods."
SICK LEAVE	Paid by employer	15 days each year earned at the rate of 1¼ days a month, accumulation 130 working days.
DISABILITY LEAVE	Paid by employer	(For serious illness or injury)
SHORT TERM		Full pay for a period of six months or full pay for the period of time between the exhaustion of sick leave and the onset of long term disability, whichever is less.
LONG TERM		60% of salary inclusive of Social Security benefits (benefit effective six months after onset of disability).
MATERNITY LEAVE	Paid by employer	Leave required for period of child bearing; benefits provided as sick leave.
JURY DUTY	Paid by employer	Supplements jury pay to assure payment of your normal salary.
HOLIDAYS	Paid by employer	Fiscal-year employees, 11 holidays per schedule; academic year employees, vacation associated with academic year calendar "vacation or holiday periods."
MEDICAL AND MAJOR MEDICAL INSURANCE	Paid by employer for Faculty/P.A.T. staff member	Low and high options available: Semi-private room plan, doctors' visits, surgeons' fees, and costs of extensive services per published schedule. (BCBS) dependent coverage available.
DENTAL INSURANCE	Paid by employer for Faculty/P.A.T. staff member	Pays 80% of routine, 50% of major treatment per published schedule after a $25 per person per year deductible. Maximum $1,000 per year, orthodontia lifetime maximum $1,000. Dependent coverage available.
LIFE INSURANCE (Prudential)	Paid by employer	1½ times salary
ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE	Paid by employer	3 times salary
SUPPLEMENTAL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE	Paid by employer	$25,000 additional AD & D coverage for any accident (24 hours per day, 7 days a week). Additional $25,000 units available (up to 3 units or $75,000 additional coverage).
SUPPLEMENTAL LIFE INSURANCE (TIAA)	Paid by individual Faculty/P.A.T. member	Optional decreasing term life insurance
TIAA/CREF RETIREMENT	Paid by employer and Faculty/P.A.T. staff member	Fully vested program after five years; portable; one year waiting period if not assistant professor or P.A.T. staff member in Pay Grade 8+.
SUPPLEMENTAL RETIREMENT INCOME	Paid by employer	Guarantees annual income for faculty and P.A.T. staff members who retire at age 65 with at least 15 years of full-time service, on a graduated schedule, inclusive of Social Security and TIAA/CREF benefits: 15 years guarantees $3,600; 25 years, $6,000. Reduced benefits for retirement at age 62.

(CONTINUED)

SOCIAL SECURITY	Extensive benefits: Retirement, disability, death, dependent survivors.	Paid by employer and Faculty/P.A.T. staff member each 5.85% up to required amount.
MILITARY DUTY	Supplements military pay to equal regular salary. One month maximum per year.	Paid by employer
DEATH IN FAMILY LEAVE	5 days for immediate family, 1 day for other relatives.	Paid by employer
LIBRARY	Immediate use	
EDUCATIONAL	Individual Faculty/P.A.T. staff member 2 courses (credit) each semester, 1 credit course each summer; half tuition for dependents.	Paid by employer
WORKER'S COMPENSATION	Full pay for up to one year for loss of work due to job related illness or injury plus 100% medical bills paid. Sick leave and long term disability policy apply after one year in conjunction with reduced Worker's Compensation.	Paid by employer
ATHLETIC AND CULTURAL EVENTS	Reduced rates for some events.	Special prices

Z. Emeritus Status

All regular members of the faculty retiring because of age, after ten or more years of service, shall be nominated by the President to the Board of Trustees for emeritus appointment, at the rank held at the time of retirement. As a continuing member of the University community, the emeritus faculty member shall have the following privileges:

Receive notices of University events,

Receive a college identification card,

Participate in academic processions,

Have faculty privileges at the Library,

Upon request, be assigned office or laboratory space for creative work, subject to its availability and to the annual needs of the College and the individual.

MISC. POLICIES, PROCEDURES, AND INFORMATION

Section VIII

A. Faculty Mail

1. Campus mail services and mailing facilities have been established to facilitate the distribution of written communications concerning University business between units on campus, between campuses, and to-and-from outside individuals and organizations. The use of these facilities for non-University related communications or for personal gain is not permitted

2. Faculty mail will be delivered to those buildings in which faculty offices are located and distributed in mailboxes there. You are urged to ask your correspondents to send your official mail to your respective building. Mailboxes should be checked at least daily as the use of these mailboxes will be the manner in which the administrative offices will contact faculty members regarding college business except in cases of emergency. Ask your correspondents to address personal mail to your residence.

Faculty mailboxes are for faculty use only. No student may remove materials from these boxes or place anything therein. Communications from students or outsiders intended for faculty members should be given to the mail clerk or secretary who will place them in the right box. Students submitting work to a faculty member should do so in person or place it in the instructor's office.

B. Lounge and Informal Conference Facilities

As the College Union provides lounge facilities and a place to secure refreshments, the former faculty lounge (area with the fireplace) in Russell House will no longer be restricted simply to faculty. This latter area may be used as a small conference room for various groups of faculty and students. Those using this area in the evening are asked to check the building doors to insure the security of offices and equipment.

C. Smoking in Rounds Hall

Because of the age of this building and its high susceptibility to fire, smoking should not be allowed in its classrooms, corridors, or other places except in offices and in the designated smoking area at the foot of the west stair well.

D. Use of College Facilities in Community Service

There are occasions when it is in the interest of the college and the general public to participate in local community activities through the use of its facilities, equipment or personnel services. Such participation must not involve personal gain and must have the approval of the President, Business Manager, or other authorized official as

to the appropriateness of the type of activity proposed. Any request for the use of buildings should be made in accordance with Paragraph J, Section VI and requests for equipment should be processed through the Business Manager.

E. Chaperoning

It is a part of the responsibilities to the college for each faculty member to assume his or her fair share of chaperoning at the various college social functions. (See Paragraph G, Section IV.)

F. Banquets, Dances, and Social Affairs

Each year the Union or other student organizations sponsor several banquets, dances, etc., to which faculty members may be invited. Members are requested to reply promptly to their invitations in order to facilitate plans for the occasion. Student rates are in effect for these affairs unless the faculty member is asked as a guest of the organization.

G. Faculty Athletics

The faculty is encouraged to make use of the recreational facilities of the college. Tennis, badminton, billiards, volley ball, basketball, swimming, or other types of activities may be enjoyed in the game rooms and athletic facilities.

In addition, faculty teams participate in the college intramural programs.

H. Revision of the Faculty Handbook

1. Revisions to this Faculty Handbook will be made periodically and suggestions for revision should be made to the Assistant to the President.

2. However, recommendations which require major policy changes should be initiated through the President, the Advisory Council, or meetings of The Faculty.

I. Miscellaneous Addresses

For the benefit of new and relatively new faculty, a listing of area doctors, dentists, hospitals, churches, newspapers, and realtors is provided in Appendix D. This is a random selection for faculty convenience only, and should not be construed as a college recommendation or endorsement of any specific individual or service.

J. Area Housing

The Dean of Men's office maintains a limited listing of available area housing for students and faculty.

K. Professional Organizations

1. Individual Membership

Staff members should be active in the affairs of some professional organizations in their special interest fields. The college tries to encourage this participation, within the limits of available funds, by providing some travel expenses to conventions or meetings of professional colleagues.

2. American Association of University Professors

This organization concerns itself with academic freedom, economic welfare, administrative relationships, and other professional interests of college faculty members.

L. College and University Name

The use of the college and university name is reserved for the official business of the institution. Faculty and staff should make clear in their public utterances whether they are or are not speaking or writing as an official representative of the college or university. College and university stationery supplies may not be used for personal business or gain (including political activity, and solicitation), or for business connected with outside organizations not related to the professional activities for which the faculty or staff member is paid by the university.

M. Affirmative Action

Plymouth State College is an equal opportunity employer and has an Affirmative Action Committee, and a detailed Affirmative Action Plan which is available in the business office, the student affairs office, the office of the College Dean, and the Library.

N. Clerical Services

1. A limited amount of clerical work, such as duplication of tests, will be done for faculty members by the office staff in each instructional building. If you can prepare your own stencils or masters, please do so. Please be reasonable in the amount of duplicated work you request. All master copies prepared for duplication by faculty members must be in the office not later than one day before it is needed. Only the office staff will use the duplicating and copying machines unless faculty members are thoroughly familiar with their operation.

2. Faculty members are urged to plan ahead and make the earliest possible arrangements for material which must be typed prior to duplication. Normally the secretaries should be allowed up to three days for items which must be typed and duplicated.

3. Faculty secretaries are available in Russell House, Boyd Hall, the Physical Education Center, Rounds Hall, Faculty Office Building #24, and Silver Hall.

4. Typewriters are generally available for use by staff members within each department.

O. Policy Governing Political Activity

The following policy governing political activity was adopted by the Board of Trustees in 1950. It was reaffirmed in 1956, and again in 1964.

1. The right of assembly and freedom of speech (of University employees) shall be limited only to the extent applied to other citizens for the purpose of preventing assembly for illegal purposes or the advocacy of overthrow of government by force; such rights shall be respected according to their meaning and application under law and within the function and program of the University.

2. Reasonable use may be made of campus facility for political meetings and discussions when conditions applied to other student groups have been met.

3. Outside speakers may be invited to address such groups on the same basis as speakers are invited to address other student organizations.

4. The University cannot accept responsibility for views expressed or entertained by either speakers or groups, except as stated in Paragraph 1.

5. Participation of faculty members in political action is governed by Paragraph 1 (B) of the 1940 Statement of Principles of the American Association of University Professors, which reads as follows:

> "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline; but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

6. This policy is intended to express the University's desire to facilitate free discussion of all points of view to the extent permitted by the Constitution of the United States and of the State of New Hampshire.

P. Holding Political Office

The Board of Trustees, on March 21, 1964, adopted the following policy in connection with holding political office:

> "The Board of Trustees will not object to any member of the faculty or staff of the University running as a candidate for any political office. However, should the amount of time required by the office or the candidacy for the office be such as to materially affect the time the faculty or staff member is expected to spend on his University post, he may be required to take a leave of absence or the terms and conditions of his employment may be amended."

This policy was reaffirmed by the Board of Trustees on September 23, 1974, with the following additional guidance being adopted:

> "The Board of Trustees will continue to insist that faculty and staff members of University System institutions elected or appointed to serve in public office be held strictly accountable to the administration and the Board for satisfactory completion of their full-time responsibilities on the campus. Where such full-time service is not possible in light of

the requirements of any public office, the Board will require the administration to make satisfactory adjustments in both the workload and the salaries of such employees to assure that all instructional/administrative responsibilities are faithfully fulfilled at all times.

The Board of Trustees emphasizes that a faculty or staff member of any University System institution, in holding any public office, speaks and acts as an individual and is not authorized to speak or act as an official representative of the University, whether serving in the State Legislature or on a community governing board."

BY-LAWS OF THE PLYMOUTH STATE COLLEGE FACULTY

Article I

Name

The name of this organization shall be The Faculty of Plymouth State College (hereinafter called the Faculty.)

Article II

Object

Under the leadership of the President of the College and subject always to the approval of the Board of Trustees of the University of New Hampshire, the Faculty shall have legislative jurisdiction in all matters of student government and educational policy not otherwise prescribed by the Board of Trustees of the University.

(Reference: By-Laws of the Trustees, Article IV C, Section 2. Paragraph 2, The Faculty of P.S.C.)

Article III

Members

Membership in the Faculty shall be restricted to those persons employed at Plymouth State College who hold an administrative office or a faculty rank specified in Section A, or who are qualified through the procedures outlined in Section B.

A. Membership through position

1. President of Plymouth State College
2. Assistant to the President
3. Dean of the College
4. Dean (s) of Instruction
5. Professor
6. Associate Professor
7. Assistant Professor
8. Instructor
9. College Librarian
10. Assistant College Librarian (s)
11. Dean of Student Affairs
12. Dean of Men
13. Dean of Women
14. Business Manager
15. Director of Admissions
16. Director of Public Relations
17. Director of Alumni Affairs
18. Registrar
19. Supervisor of Computation Center
20. Director of Placement

B. Qualification procedures for membership

1. The President may nominate a person in a specified office for faculty membership.

2. Membership shall be obtained by that person for as long as he/she remains in the office, as specified, upon approval by the Faculty Welfare Committee.

Article IV

Officers

A. A Faculty Speaker shall be elected by ballot annually at the last regular faculty meeting of the year. The Speaker shall assume office at the first faculty meeting of the next academic year.

1. The Speaker shall preside at all faculty meetings. In the absence of the Speaker, the President shall preside until the assembly designates a temporary presiding officer.

2. The Speaker shall prepare the agenda for faculty meetings in consultation with the President.

3. The Speaker or his/her designated representative shall be an observer to the meetings of the Student Senate.

B. The President is the chief administrative officer of Plymouth State College. (In the President's absence, some administrative officer in the chain of command will assume this role.) The President shall be responsible for providing adequate secretarial service for faculty and Advisory Council meetings. This service to include prior distribution of the agenda and the taking and publishing of the minutes of each meeting.

C. A Faculty Observer to the meetings of the Board of Trustees shall be elected annually by ballot at the last regular faculty meeting of the year. The Observer shall assume office at the beginning of the next academic year.

1. The Faculty Observer shall attend the meetings of the Board of Trustees and report periodically to the faculty. In the absence of the Faculty Observer, the Faculty Welfare Committee shall designate a temporary observer.

D. A Faculty Observer to the meetings of the Board of Trustees Educational Policy Committee shall be elected every other year by ballot at the last regular faculty meeting of the year. The Observer shall assume office for two years at the beginning of the next academic year.

1. The Faculty Observer shall attend the meetings of the Board of Trustees Educational Policy Committee and report periodically to the faculty. In the absence of the Faculty Observer to this committee, the Faculty Welfare Committee shall designate a temporary observer.

Article V

Meetings

A. Unless otherwise ordered by the Faculty Welfare Committee and the President, regular meetings of the faculty shall be held at the call of the President of the College at the beginning of the academic year in the fall and in each of the subsequent months of the academic year on the first Wednesday that College is in session. A quorum for a regular faculty meeting shall be the members present.

B. Special meetings of the faculty shall be held at the call of the President of the College or the Faculty Welfare Committee. Thirty-five (35) faculty members shall constitute a quorum for special faculty meetings.

C. The Student Senate President (or someone designated by him/her) and five other students designated by the Student Senate shall be observers to faculty meetings with speaking rights.

Article VI

The Faculty Welfare Committee and The Review Committee

A. The Faculty Welfare Committee has as its functions:
   1. To see that the interests of the Faculty as a group of professional persons are adequately represented.
      (Reference: By-Laws of the Trustees, The Faculty Welfare Committee.)
   2. To approve a person in a specified position nominated by the President for membership, if in the Committee's judgment he is qualified,
   3. To call a special meeting of the Faculty, if in the Committee's judgment one is necessary,
   4. To cause the Faculty to fill any vacancy in an elective position as it arises,
   5. To assign one of its members to the Personnel Committee of the Trustees to deal with policy matters only,
   6. To perform such other duties as specified by the Faculty Handbook and by these by-laws.

B. The Faculty Welfare Committee shall have five (5) members, four elected by ballot of the Faculty and one the chairman of the Review Committee ex-officio. The term of each elected member shall be two years. Two members shall be elected by ballot at the last regular Faculty meeting of the year and shall assume office at the beginning of the next academic year.

C. The Review Committee has as its functions:
   1. To mediate professional disputes involving faculty individuals.
   2. To perform such other duties as specified by the Faculty Handbook and by these by-laws.

D. The Review Committee shall have five (5) members, four elected by ballot of the Faculty and one the chairman of the Faculty Welfare Committee ex-officio. The term of each elected member shall be two years. Two members shall be elected by ballot at the last regular Faculty meeting of the year and shall assume office at the beginning of the next academic year.

E. No member of either committee, except the Chairman, shall serve on the other committee.

Article VII

The Advisory Council

A. The Advisory Council shall meet at the call of the President as an advisory body. This council shall act to advise on proposals before presentation to the entire Faculty and as an advisory group to the administrative officers or some subset of the Faculty or the Student Senate. (Reference: By-Laws of the Trustees, Article IV C, Section 4, The Advisory Council.)

B. Membership of the Advisory Council shall include the President of the College (as presiding officer), certain faculty as ex-officio members, six elected faculty, President of the Student Body, the Speaker of the Student Senate (or his designated representative), and enough

students so that the total number of students equals the number of non-students, excluding the President of the College.

1. The ex-officio members shall be the Assistant to the President, each Department Chairman, the Dean of the College, the Dean of Student Affairs, the Business Manager, and the College Librarian.
2. The six elected faculty members of the Advisory Council shall be elected by ballot by those members of the Faculty not the President or not ex-officio members of the Advisory Council. The term of each elected faculty member shall be two years with three two-year positions being filled each year at the last regular Faculty meeting of the year. The members elected shall assume office at the beginning of the next academic year.
3. The method of determination of the student members (other than the President of the Student Body and Speaker of the Student Senate) shall be accomplished by the Student Senate.

C. The President shall determine the speaking rights of any non-member present at an Advisory Council meeting.

Article VIII

The Student Senate

A. The Faculty delegates through the President of the College to the Student Senate the legislative jurisdiction in matters of the student government and purely student affairs. It is understood that all powers of the student government are derived by delegation from the President of the College with the advice of the Faculty. (References: By-Laws of the Trustees, Article V. Section 4, Paragraph 4e. and A Constitution of Student Government for Plymouth State College, Article XIII, Delegation of Authority.)

B. The Faculty Speaker (or someone designated by him), the Dean of Student Affairs (or someone designated by him), and four other faculty designated by the Dean of Student Affairs shall be observers to Student Senate Meetings with speaking rights.

Article IX

Committees

A. The following committees with composition as indicated, shall be appointed annually by the President near the beginning of the academic year. Faculty appointments shall be subject to review by the Committee on Committees. Student appointments shall be subject to approval by the Student Senate. The duties of each committee shall be as outlined in the Faculty Handbook.

1. The ADMISSIONS POLICY COMMITTEE is composed of the Dean of Student Affairs, the Associate Dean of Instruction, the Director of Admissions, two faculty members appointed to three-year terms (one for an initial two-year term), and two students selected by the Student Senate. The Committee elects its chairman.

2. The STUDENT PERSONNEL COMMITTEE is composed of the Dean of Student Personnel, the Dean of Men, the Dean of Women, three faculty members appointed to three-year terms (initially appointed to one-year, two-year, and three-year terms), and three students selected by the Student Senate. The chairman of the committee is the Dean of Student Personnel.

3. The INFORMATIONAL RESOURCES COMMITTEE is composed of the Head College Librarian, the Computer Center Supervisor, the Media Center Director, the Associate Dean of Instruction, four faculty members chosen to represent the areas of Humanities, Natural Sciences and Mathematics, Social and Behavioral Sciences, and Education and Physical Education and Business, and four students selected by the Student Senate. Faculty appointments are for three-year terms (initially appointed by one one-year, one two-year, and two three-year terms). The committee elects its chairman.

4. The SPECIAL EVENTS COMMITTEE is composed of the Assistant to the President, the Director of Public Relations, three faculty members appointed to three-year terms (initially appointed to one-year, two-year and three-year terms), and three students selected by the Student Senate. The committee elects its chairman.

5. The MERIT SCHOLARSHIP COMMITTEE is composed of the Dean of Student Personnel, the Director of Admissions, four faculty members chosen to represent the areas of Humanities, Natural Sciences and Mathematics, Social and Behavioral Sciences, Education and Physical Education and Business; faculty appointments are for three-year terms (initially appointed to one one-year term, one two-year, and two three-year terms). The committee elects its chairman.

6. The HONORS COUNCIL is composed of the Dean of the College, the Associate Dean of Instruction, five faculty members appointed to three-year terms (initially appointed to one one-year, two two-year, and two three-year terms). The committee elects its chairman.

7. The FACULTY LOAN COMMITTEE is composed of the Dean of the College, the Business Manager, and three faculty members appointed to three-year terms (initially appointed to one-year, one two-year and one three-year terms). The chairman of the committee is the Dean of the College.

8. ~~The GRADUATE COMMITTEE is composed of faculty members selected by the President. The chairman of the committee is the Dean of the College.~~ (11/2/75)

9. The BUDGET PLANNING COMMITTEE is composed of faculty members selected by the President. The chairman of the committee is the Business Manager.

10. The EQUAL EDUCATIONAL OPPORTUNITY COMMITTEE is composed of the chairman of the Curriculum Committee, the chairman of the Student Personnel Committee, the Director of Admissions, two faculty members appointed to three-year terms (initially appointed to one two-year and one three-year term), and two students selected by the Student Senate. The committee elects its chairman.

11. The PLANNING COMMITTEE is composed of the Plymouth State College alumni representative to the Board of Trustees, the elected faculty representative to the Board of Trustees, the Assistant to the President, the Student Body President, two students of Junior Class status or above selected by the Student Senate, and three faculty members appointed to three-year terms (initially appointed to one-year, two-year, and three-year terms). The committee elects its chairman.

12. The PARENTS' DAY COMMITTEE is composed of three faculty members appointed for three-year terms (initially appointed to one-year, two-year, and three-year terms), three students selected by the Student Senate, and the Director of the Student Union. The committee elects its chairman.

13. The ATHLETIC COUNCIL:
    a. Composition: The council is composed of the Chairman of the Physical Education Department, the immediate administrator of the intercollegiate athletic program, one coach elected by all coaches, four faculty members excluding Physical Education Department members, and four students selected by the Student Senate. Two of the faculty members are men and two are women; all are chosen to be broadly representative of the interests of the college; one of the faculty members is a graduate of Plymouth State College. The faculty term of service is three years (two initial terms are for two years). Two of the four students are men and two are women; not more than two student members are Physical Education majors. The Business Manager is a special consultant to the council. The council elects its chairman; no member of the Physical Education Department may serve as chairman. Regular meetings, at least monthly, are held. The agenda is prepared by the Chairman of the Council with the advice and concurrence of the Chairman of the Physical Education Department and the immediate administrator of the intercollegiate athletic program.

    b. Functions: The Council

1. Makes policy (with the consent of the President and the faculty) concerning intercollegiate programs:

   (a.) Decides overall intercollegiate issues: number of varsity teams; addition or deletion of varsity sports.
   (b.) Gives advance approval of schedules; monitors balance among schedules and between schedules and academic programs.
   (c.) Formulates policies concerning recruitment.
   (d.) Monitors fund expenditures.
   (e.) Advises concerning awards.

2. Makes recommendations to the President or the faculty . . . concerning policies connected with athletics when, in the council's judgment, the issue merits broader discussion than is available within the council proper.
3. Advises those concerned about public relations or image-making for the college as a whole with respect to athletics.
4. Adjudicates disagreements concerning interpretation of policies, use of facilities, or expenditures of funds where intercollegiate issues are concerned.
5. Adjudicates disagreements concerning use of facilities if conflicts arise between intramural programs and intercollegiate programs.
6. Recommends to the Committee on Committees any further functions which in the judgment of the Athletic Council require policy decisions in these areas.

B. Special (or Ad Hoc) committees shall be determined by the faculty as the need arises.

C. The President of the College is an ex-officio member of all committees under this article and shall be notified of meeting times and places.

D. Committee on Committees

1. A Committee on Committees shall be appointed by the Faculty Speaker in consultation with the President of the College, whose composition shall be six members, one from each of the following major organizational divisions of the college: Humanities (including philosophy), Social Science (including psychology), Natural Sciences and Mathematics, Education (including physical education and business), Administration (including library staff), and Student Senate.

2. Members shall determine their own chairman and meeting schedule. The terms of service of each of the members shall be determined by them in such a manner that no member shall serve more than three consecutive years, but that, following the year of its establishment, the committee shall have no less than three active members who have served in the preceding year. New appointments

or replacement of members unable to serve shall be made by the Faculty Speaker in consultation with the President of the College.

3. The functions of the Committee on Committees shall be as follows:
   a. To review the function, structure, and composition of existing committees (with the exception noted under 4. below) with a view to recommending changes where such changes may seem desirable.

   b. To recommend the formation of new committees where it may seem necessary in the performance of some functions not provided for in the existing committee structure.

   c. To recommend the disestablishment or reorganization of committees which have become unnecessary or redundant.

   d. To coordinate the activities of the other committees with a view to smoothing their interaction and eliminating overlap in their respective areas of function.

   e. To make periodic reports to the faculty concerning its activities.

4. The Committee on Committees shall be concerned with all standing and ad hoc committees with the sole exception of the Faculty Welfare Committee. No functions of the Committee on Committees shall be interpreted as having reference to the Faculty Welfare Committee.

E. Curriculum Committee - The Curriculum Committee is composed of twelve members.

1. COMPOSITION: The Dean of the College; the Associate Dean of Instruction; the Registrar; the Chairman of the Education Department; five faculty members not department chairmen, selected from the following areas; one from the Humanities, one from the Natural Sciences and Mathematics, one from the Social and Behavioral Sciences, one from Education, Physical Education, Business, and one from the Library; three members selected from the student body, to be chosen by procedures established by the Student Senate.

2. SELECTION: The Faculty Speaker, with the concurrence of the President of the College, will present to the Nominating and Balloting Committee, three nominees for each faculty position. Election is by majority vote of the faculty of all those present and voting. Replacement members are chosen as needed by the same procedure to serve out unexpired terms. Regular elections are held at the last regular meeting of the faculty in the spring.

3. TERM OF SERVICE: Elected faculty members serve four-year terms. Members of the initial committee will arrange shorter terms for some members to insure maximum continuity among the elected faculty. Except for election of the initial committee and the member from the Library, one faculty member is elected each year.

4. CHAIRMAN: The Chairman of the Committee is elected annually by the members.

5. CONSULTANTS: The committee may call in as many consultants as often as it wishes.

6. DUTIES:

a. The committee considers and approves or denies by its own authority all minor* changes in curriculum. The committee publishes minor changes by distributing copies to all members of the faculty and administration, to the officers and senators of the Student Senate, and by posting copies of the changes on the bulletin boards in Boyd Hall, Lamson Library, the Physical Education Center, Rounds Hall, and Silver Hall. Action on minor changes becomes official on the twenty-first day after the action is posted, unless a member of the college community lodges an objection to the change with the Faculty Speaker before the twenty-first day.

b. The committee brings before the faculty the committee's recommendations concerning all proposed major* curriculum changes.

c. The committee periodically reviews the college curriculum in its entirety and makes recommendations concerning revision. *Major and minor are dichotomously defined by the operation of the system. A change is major (a) if at least one member of the committee maintains that it is major, or (b) if any member of the college community requests of the Faculty Speaker, within twenty days of posting, that a posted minor change be brought before the entire faculty. A minor change, then, is any change that all members of the Curriculum Committee deem minor, and that no other member of the college community objects to.

G. Administrator Selection Committee

1. The committee shall be composed of five faculty members and two students. The faculty members shall be elected at the last regular faculty meeting of the year to serve for three-year terms. The student members shall be selected by the Student Senate.

2. The committee shall be involved in the selection of academic and student affairs administrators up to the final decision. 1/31/76

H. Nominating and Balloting Committee

1. COMPOSITION AND SELECTION: A committee of five (5) appointed by the Committee on Committees from among volunteers who have responded to a request put out by the Committee on Committees. This will be done during December of each year.

2. TERM OF SERVICE: The committee will cease to function after the results of the election are posted and announced at the last faculty meeting in the spring. If, for any reason, elected faculty members must be replaced on a committee before or after an election, this will be done by nomination and election from the floor during a faculty meeting.

3. DUTIES: Set up a timetable for the following functions:

a. Prepare nominating forms for committees that have positions open and circulate forms to faculty;

b. Collect the above forms;

c. Circulate list of names of nominees to faculty with enough time for any nominees who do not wish to be nominated to remove their names by informing the nominating committee;

d. Make up sample ballots and post on all office building bulletin boards;

e. At the last faculty meeting, conduct an election using prepared ballots.

4. ELECTIONS:

a. This method will be used for all committees whose members are nominated by the faculty.

b. The membership of the Curriculum Committee will be determined as it presently is with one change--the names of the nominees shall be presented to the Nominating and Balloting Committee by the Faculty Speaker, and the names of these nominees will be placed on the ballot.

I. Committee on Continuing Education

1. COMPOSITION: The Director of Continuing Education; thirteen faculty members, one from each of the following departments: Art, Business, Education, English, Foreign Languages, Library, Mathematics, Music, Natural Science, Philosophy, Physical Education, Psychology, and Social Science; one undergraduate student, and one graduate student.

2. SELECTION: Faculty representatives shall be elected by each department in the spring term before the last regular faculty meeting so that the names of representatives may be announced at that meeting. The undergraduate student representative shall be selected by the Student Senate. The graduate student representative shall be selected by the recognized members of the graduate student body. The Director of Graduate Studies shall be responsible for setting up the selection machinery. Replacement members shall be chosen by the same procedures to serve out unexpired terms of faculty and student representatives.

3. TERMS OF SERVICE: The Director of Continuing Education shall be a permanent member. Faculty representatives shall serve two-year terms. Members of the initial committee shall arrange by lot for six of the faculty to serve one-year terms.

4. CHAIRMAN: The Chairman shall be elected by the Committee on Continuing Education.

5. FREQUENCY OF MEETINGS: The Committee shall meet at the call of either the Director of Continuing Education, the Chairman, or a majority of the members.

6. DUTIES: The duties of the Committee shall be to advise and assist with the formulation of policies, procedures, and programs relating to continuing education. The Committee shall make recommendations to the President and/or faculty when issues deserve discussion outside of the Committee.

Article X

Parliamentary Authority

The rules contained in Robert's Rules of Order (Revised) shall govern the faculty in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or the By-Laws of the Trustees of the University System of New Hampshire.

Article XI

Amendments

A. These by-laws may be amended at any regular faculty meeting by a vote of the majority of the entire membership or by a two-thirds vote of those voting, whichever is less.

B. These by-laws may be amended at a special faculty meeting by a vote of the majority of the entire membership.

GENERAL DUTIES OF FACULTY COMMITTEES

1. Admissions Policy Committee - Develops and executes plans for effective recruitment of the type of student who should be successful in one of the college programs.

2. Advisory Council - See Paragraph A, Article VII of the Faculty By-Laws (Appendix A.)

3. Athletic Council - See Paragraph A.14, Article IX of the Faculty By-Laws (Appendix A.)

4. Budget Planning Committee - Reviews budget requests submitted by departments, sections, and offices, and recommends priorities for the allocation of available funds.

5. Committee on Committees - See Paragraph E, Article IX of the Faculty By-Laws (Appendix A.)

6. Curriculum Committee - See Paragraph F, Article IX of the Faculty By-Laws (Appendix A.)

7. Equal Educational Opportunity Committee - To recommend policies which will facilitate maximum opportunities for all, regardless of race, sex, origin, or beliefs.

8. Faculty Loan Committee - See Paragraph O, Section VII.

9. Faculty Welfare Committee - See Paragraph A, Section VI of the Faculty By-Laws (Appendix A.)

10. Graduate Council - Recommends policies and procedures governing progressive development of our graduate program. Establishes standards for acceptance of candidates for the program and passes upon the attainment of program objectives. See By-Laws of the Graduate Faculty, Appendix E.

    a. The Admissions Policy Advisory Group - A sub-committee of the Graduate Council. See Appendix E, By-Laws of the Graduate Faculty, Article VII, Paragraph A.1.

    b. The Evaluation Advisory Group - A sub-committee of the Graduate Council. See Appendix E, By-Laws of the Graduate Faculty, Article VII, Paragraph A.2.

11. Honors Council - This committee of five serves as the policy recommending body for honors programs.

12. Informational Resources Committee - Advises the College Librarian, the Media Services Coordinator, and the Director of the Computer Center. Recommends policies.

13. Merit Scholarship Committee - To screen appropriate candidates and recommend Merit Scholarship Recipients.

14. Parents' Day Committee - Plans and effects annual Parents' Day program.

15. Planning Committee - To monitor and coordinate institutional planning progress and to recommend new planning objectives and priorities.

16. Special Events Committee - Members act as a resource pool to advise, plan, and execute those special events directed by the President.

17. Student Personnel Committee - Advises the President, deans, and the Advisory Council on matters involving student welfare.

18. Review Committee - See Paragraph C, Section VI of the Faculty By-Laws (Appendix A.).

19. Administrator Selection Committee - See Paragraph G.2, Section IX of the Faculty By-Laws (Appendix A.).

20. Nominating and Balloting Committee - See Paragraph H, Article IX of the Faculty By-Laws (Appendix A.).

21. Administration Evaluation Committee - Develops and executes plans for the effective evaluation of those administrators listed in Article III of the By-Laws of the Plymouth State College Faculty.

22. Committee on Continuing Education - Assist the Director of Continuing Education in planning for evening, summer, interim, and special programs. To recommend new and revised policies and procedures.

GENERAL DUTIES OF OTHER COLLEGE COMMITTEES

1. College Union Board - To advise the Director of the Student Union and to review and recommend on Union operational policies and procedures.

2. Academic Dismissal Review Committee - To review appeals for reinstatement from students who have been academically dismissed and desire readmission to the College.

3. Computer Users Committee - To coordinate and facilitate computer usage at the College. To recommend revised systems and equipment.

4. Advisory Council on Discipline - To serve as an appeal board for any member of the student body who feels seriously aggrieved by a decision of the Judiciary Board.

5. Affirmative Action Committee - To monitor the College's Affirmative Action program and to recommend new and revised policies and procedures.

6. Safety Committee - To recommend policies by which the College can best conform to federal and state safety regulations.

PROMOTION AND TENURE GUIDELINES

1. Promotion and Tenure Guidelines

The decision to promote and/or tenure a faculty member at Plymouth State College is based upon four criteria:

A. Competent teaching or librarianship

B. Scholarship and/or performance

C. Service

D. Eligibility

The purpose of these guidelines is to specify procedures by which a faculty member is to be judged in these four areas and to establish some uniformity among the various departments without removing from the departments the initiative and responsibility which is rightfully theirs. The primary goal of the guidelines is to establish fair and impartial procedures by which faculty may be judged.

2. Method

A. Each Faculty member who is to be promoted and/or tenured is to be evaluated at four steps or levels. These are:

(1) His department's Promotion and Tenure Committee
(2) His department chairman
(3) The Dean of the College
(4) The President of the College

The candidate will be evaluated by each of these levels, in order, with the result of the evaluation, at each step, available to the succeeding step. This is to be done according to the timetable presented in Enclosure 1. Each evaluation level is to make a written report citing their recommendation and the reasons why such a finding was reached, including data upon which their reasoning was based. This report is to be given to the next evaluation level and is to be made available to the faculty member under consideration. Each evaluation level is to review the recommendations given to it, to add any pertinent data not previously considered and to make a recommendation based on the total. If its recommendation is in conflict with a recommendation made by an evaluation level which has preceded it, the evaluator(s) is (are) obliged to schedule a meeting between the two levels in disagreement to explore these differences. If the differences are not resolved by this joint meeting, the evaluator(s) is (are) to contain in his (their) report, a full explanation of the reasons for the differing recommendations.

B. The department's Promotion and Tenure Committee will consist of no more than five members. It is the responsibility of each department to decide by vote, committee composition and membership. The department shall

also decide upon the operating procedure for the committee, observing the guidelines presented herein, striving to maintain similarity among the various departments of the college. Since department chairmen provide a separate evaluation level, they should not be part of the departmental committees.

C. At the beginning of the evaluation process, the Dean of the College will provide for the Departmental Promotion and Tenure Committee any necessary information contained in the candidate's personnel folder.

D. Based upon the reports of all previous evaluation levels and his own evaluation, the President of the College will make a final recommendation to the Board of Trustees. At this time, he will also report to each evaluation level which considered the candidate, and to the candidate, the final recommendation and the reasons and facts upon which it is based.

3. Elaboration of Criteria

A. Competent Teaching or Librarianship -- Each faculty member whose duties lie in these fields, is expected to be a competent teacher or a competent librarian. Serious deficiency in this area bars promotion and tenure. Competency of teaching is to be judged at appropriate evaluation levels based upon the opinions of appropriate groups of persons to include:

(1) The faculty member himself
(2) Students
(3) Colleagues of the faculty member under consideration
(4) The appropriate department chairman
(5) The academic deans and the President of the College

Competency in librarianship is to be evaluated by:

(1) The library faculty member
(2) Library users
(3) The library professional staff
(4) The College Librarian
(5) The academic deans and the President of the College

B. Self Evaluation -- Each year, every faculty member who is a potential candidate for promotion and/or tenure, should present to and discuss with his department chairman a self-evaluation report (Enclosure 2). This report is the faculty member's view of his accomplishments of that year. These reports are to be available to each evaluation level.

C. Student Evaluation -- Each faculty member who is a potential candidate for promotion and/or tenure should be evaluated by each of his classes, each semester, using the student evaluation form presented at Enclosure 3. These evaluations form the raw data upon which the recommendations based upon student opinion may be formed.

D. Colleague Evaluation -- At the time of consideration for promotion and/or tenure, the Departmental Promotion and Tenure Committee is

charged with obtaining information about the candidate's teaching from the candidate's colleagues. The definition of precisely who the candidate's colleagues are is left to each department's committee. However, a list of who is included is part of the data, and may be challenged by other evaluation levels or the candidate. Usually, colleague (in this sense) means fellow department members.

E. Department Chairman's Classroom Evaluations -- Every year, the appropriate department chairman should visit the classroom of each faculty member who is potentially eligible for promotion or who has not received tenure. They should report their evaluations in the manner specified by the Chairman's Evaluation Form presented in Enclosure 4. These evaluations are to be the raw data upon which this aspect of teaching competence is to be judged, and should be available to each evaluation level.

F. Dean's and/or President's Classroom Evaluations -- In cases where they are invited to visit some experimental or especially interesting teaching, or in other cases where their independent initiative seems to indicate its desirability and wisdom, academic deans or the President may make similar evaluations to those of the Department Chairman.

G. Evaluation of Librarianship -- Librarians will be self-evaluated according to the manner described in Paragraph 3.B. (above). Student evaluation as described in 3.C., is not appropriate to librarians; however, at the time of consideration for tenure, the library's Promotion and Tenure Committee is charged with obtaining library user evaluation of the candidate's performance, if his duty includes interaction with library patrons. Evaluations of librarianship by the library professional staff and the College Librarian are to be obtained in analogy to Paragraphs 3.D and 3.E. except that the evaluation form used is not that presented in Enclosure 4, but rather are specific to librarianship and are presented in Enclosure 5. This includes a form for gathering colleague opinion, which should be used with a representative sample of faculty users of the librarian's services.

H. Scholarship -- Each faculty member is expected to be involved in a scholarly manner in his chosen field. It is the responsibility of the Department Promotion and Tenure Committee to establish some basis for judgment of the candidate's effort and success in this area. Publications should be judged with special importance. Lack of or scarcity of publication may not be equated with lack of scholarship, nor, on the other hand, may publications be used as de facto proof of real scholarship. Quality as well as quantity should be evaluated carefully.

I. Performance -- Those faculty whose responsibilities include performance (see 3.K.) (for example: artists, theatrical directors, musicians, coaches) in addition to or instead of scholarship are to be evaluated on the quality of their efforts. This is a highly individualized matter specific to each field, and must be judged accordingly. It is left to those departments (for example: Art, English, Music, Physical Education) to formulate guidelines for judging performance appropriate to their discipline and to present these to all members

whose responsibilities lie partially in this mode and to make the guidelines available to all evaluation levels.

J. Service -- Each faculty member is expected to be of service to the college and to the community wherever service to the people of New Hampshire, on behalf of the college, is needed. This latter should not be confused with community service or civic participation done as a private individual. It is the charge of the Departmental Promotion and Tenure Committee to ascertain ways in which the candidate has discharged this function. They should provide factual basis for their own recommendations and for the use of other evaluation levels. Such facts may be obtained, for example, from the candidate's self-evaluation or records of the Dean of the College (committee assignments, etc.). Attention should be given not merely to formal positions of service (committee memberships, etc.), but of actual contributions in each position.

K. Emphasis Given to Each Category -- At the time of joining the college faculty, it should be made clear to each faculty member, as well as to his department chairman and the Dean of the College, the responsibility the faculty member bears in each of the various categories for being of value to the college, i.e., the approximate weight assigned to each in his evaluation. This is an individual matter, specific to each faculty member, and is determined both by departmental and college-wide needs as well as the faculty member's interest and particular abilities. Such agreement should be in writing in broad outline, and will determine the approximate weight given to the category during evaluation. Clearly, the needs of the department and the college and the interests of the faculty may change. If such a change is mutually acceptable, it should be noted formally so that a person is not judged against improper criteria. All faculty have some responsibility in each area. As befits an institution such as Plymouth State College, the majority of each person's responsibility lies in the area of teaching, however, within this general framework, the mix of responsibilities is an individualized matter, with college needs necessarily taking precedence over individual desires when there is a conflict.

L. Department Chairmen who are potential candidates for promotion and/or tenure will follow these guidelines except that the academic deans will replace the chairman as the classroom evaluators. Also, evaluation level 3 (Paragraph 2.A. (2) above) would not be appropriate in this case and would be bypassed.

4. Eligibility for Promotion and/or Tenure

A. ANY FACULTY MEMBER WHO IS ELIGIBLE FOR PROMOTION AND/OR TENURE, AND WHO DESIRES CONSIDERATION, IS AUTOMATICALLY A CANDIDATE AND IS TO BE EVALUATED FOR SUCH CHANGE IN STATUS YEARLY, UPON HIS INDICATING HIS DESIRE TO THE CHAIRMAN OF HIS DEPARTMENTAL PROMOTION AND TENURE COMMITTEE.

B. The result of the yearly evaluation may take three forms:

(1) Recommendation of promotion and/or tenure
(2) Recommendation (in the case of non-tenured faculty) of terminal contract
(3) Recommendation of no change in status at the present time

A recommendation of no change in status does not imply that the faculty member concerned is not adequately performing his responsibilities. It merely states that, at this time, there is not sufficient reason to arrive at a decision to promote, tenure, or terminate. Part of the evaluation process should include a discussion with the candidate of the manner in which his duties have been performed. (See annual evaluation in Paragraph 5.)

C. If a department chairman or dean feels that a terminal appointment should be given to a faculty member who is not eligible for promotion/tenure considerations, they may direct the departmental committee to consider such action. The findings of the Departmental Promotion and Tenure Committee are then forwarded as in consideration for promotion and/or tenure considerations. In this event, the specified dates in the timetable may not be pertinent but should be in accord with AAUP policy recommendations.

D. Eligibility -- At the time of joining the Plymouth State College faculty, each faculty member will be given by the Dean of the College a statement specifying the number of years of experience in his rank with which he is being given credit for promotion and tenure purposes. This starting point is based upon previous teaching experience and/or other equivalent experience.

E. Instructors are not eligible for permanent tenure, but are eligible for promotion consideration in their third year, or if their qualifications change. A decision to promote or give a terminal contract must be made no later than during the sixth year.

F. An assistant professor is eligible for tenure consideration during his third year at Plymouth State College. A decision to give tenure or a terminal contract must be made no later than during his sixth year at Plymouth State College.

G. An associate professor, promoted to this rank, is appointed with tenure if he has been a member of the Plymouth State College faculty for three years (at the time the promotion takes effect). An associate professor newly appointed with that rank is eligible for tenure consideration during his second year of service at Plymouth State College. Tenure or terminal contract for all associate professors must be decided upon no later than during their fourth year at Plymouth State College. An associate professor is eligible to be considered for promotion to professor in his fifth year at that rank.

H. A professor promoted to this rank is appointed with tenure if he has been a member of the Plymouth State College faculty for three years (at the time the promotion takes effect). A faculty member newly appointed with the rank of professor is eligible for tenure consideration

during his second year at Plymouth State College. Tenure or terminal contract for all professors must be decided no later than during their fourth year at Plymouth State College.

I. In addition to these length-of-service requirements for eligibility, the candidate, in order to be promoted and/or tenured, must meet the educational requirements for the rank to which he aspires:

Instructor: Master's degree
Assistant Professor: Master's degree + 30 hours
Associate Professor: Doctorate or other terminal degree
Professor: Doctorate or other terminal degree

J. In the event that, in the opinion of all evaluation levels, a faculty member has an excellent reputation for service to the college, or at least a statewide reputation as an eminent teacher/scholar, the waiting period and degree qualifications may be waived except as provided below for all ranks up through the Associate Professor. To be promoted to the Professor level, in the event that in the opinion of all evaluation levels a faculty member has a national reputation as an eminent teacher/scholar, the waiting period and degree qualifications may be waived. In any event, unless the time limit is waived by the Board of Trustees, a person must serve at least one full year at Plymouth State College before being eligible for consideration for tenure.

5. Annual Evaluation

A. Every non-tenured faculty member shall receive from his department chairman a yearly letter of evaluation. A copy should be sent to the Dean of the College. Every non-tenured faculty member within two years of a tenure decision shall likewise receive from the Dean of the College a yearly letter of evaluation. The letter should state his bases for the evaluation. Every non-tenured faculty member within two years of a tenure decision shall be entitled to a joint personal conference each of the two years with the Dean of the College and the chairman of the department, to exchange views in his progress in his assigned position.

B. These letters should be signed by the faculty member with a statement acknowledging receipt but stipulating that the faculty member does not necessarily agree with the contents. The faculty member should be allowed to append to these letters (which are to become part of his permanent file) a letter of comment upon the Dean's and chairman's remarks. A copy will be provided for the faculty member's files.

6. Disposition of Evaluative Materials

The President's final recommendation and all data upon which it is based become part of the candidate's personnel file. At any time prior to the President's final recommendation, the candidate may withdraw himself from further consideration. Should he do this, his Promotion/Tenure Recommendation Folder and all materials generated by it shall be returned to the person originating them.

Enclosure 1

Timetable

December 1	Department Promotion and Tenure Committee recommendation due for each eligible candidate
December 20	Department Chairman's recommendation due
January 15	Dean of the College's recommendations due
January 30	President's decision upon recommendations due

On the due date, each evaluation level must:

1. Pass its recommendation on to the next step
2. Notify the candidate of its recommendation and the basis for it

Enclosure 2

Faculty Annual Report Sheet

Report is to be submitted by faculty member to Department Chairman by November 15 of each year; Department Chairmen are to submit report sheets for members of their departments to the Dean of the College by December 20. Do not repeat previous year entries. List achievements and activities as of this year. Persons new to the Plymouth faculty are requested to make this cumulative.

Name: Department:
Date:
Year reported on:

1. Publications

   Title Journal

2. Research

   Brief description including its relationship to your professional growth and teaching. How much time was involved?

3. Committee Assignments

   List both college-wide and departmental committees.

Name	Approximate hours meeting per month	Work required outside of meeting

4. Advising

   (a) Number of advisees — Time involved monthly in advising

   (b) Number of master's candidates — Approximate total time involved

   (c) Campus activities (list) — Time involved per month

5. Performances and Events

   If applicable, list performances (musical, theatrical, art exhibits) participated in and manner of participation and sports coached. Approximate the total time involved for each.

Enclosure 2 (continued)

6. New Programs and Innovative Teaching

List new programs and courses you have helped develop, stating the extent of your participation and the time involved.

7. Professional Growth

List conferences attended, participation in workshops and institutes, courses taken, etc.

8. Activity in Professional Organizations

Memberships held?

Offices held?

9. Professional Activities

Consultantships, speeches given, etc.

10. Community Contributions (participation in civic affairs on behalf of the college)

11. Miscellaneous Comments

List any other items pertinent to your responsibilities as a Plymouth State College Faculty member.

(signed) _____

Enclosure 3

The Student Evaluation Form

Student Questionnaire: Student evaluation of instruction

Bear in mind that these are your opinions, if you have no basis for such, or if the question does not apply to your case, leave the response blank. Your responses are to be made on the accompanying computer sheet, use a soft lead pencil and don't sign your name.

Part A: Your response to each of the questions 1-5 should be: 1=poor; 2=below average; 3=average; 4=above average; 5=excellent.

1. Does the instructor provide effectively for the development of appropriate skills in the subject area?

2. The instructor's ability to explain course material is:

3. The instructor's interest in the subject is:

4. The instructor's knowledge of the course material is:

5. The instructor's organization of course material has been:

Part B: Your response to each of the questions 6-26 should be: 0=not applicable; 1=never; 2=infrequently; 3=frequently (meant to be an "average" rating); 4=nearly always; 5=always.

6. Does the instructor allow students to express their own views without fear of reprisal?

7. Does the instructor show responsibility in meeting class?

8. Does the instructor demonstrate enthusiasm for subject?

9. Does the instructor make himself available to students outside class?

10. Has the instructor been fair in his dealings with you?

11. Does the instructor exhibit a friendly and approachable attitude?

12. Does the instructor create interest and stimulate thinking in students?

13. Does the instructor present material in terms that are understandable to students?

14. Does the instructor make reasonable assignments that are helpful in promoting the understanding of subject matter?

15. Does the instructor give meaningful answers to questions?

16. Are classes an aid to your mastery of the subject matter?

17. Are course objectives clearly stated?

18. Does the instructor stick to the subject matter rather than use the class as a forum for the instructor's personal opinions about topics bearing little or no relationship to the subject?

19. Does the instructor stimulate an interest in learning?

20. Does the instructor use the class time effectively?

21. Does the instructor seem concerned about your intellectual development?

22. Does the instructor assign grades fairly?

23. Does the instructor communicate a knowledge of the subject matter?

24. Does the instructor clarify course objectives?

25. Does the instructor construct tests that consistently measure course materials presented?

26. Does the instructor communicate the relevance or significance of subject?

Enclosure 4

Visitation Report, Evaluation of Teaching

Guidelines:

A. The instructor must ordinarily be notified of the visit and given the opportunity to explain the purpose (and any unusual aspects of the class) to the visitor before the class.

B. The visitor should arrive on time, stay until the end of the class, and be unobtrusive in his presence.

C. A report of the visitor's evaluation should be available to the instructor within one week of the class.

D. The visitor should evaluate the instructor on the following form. Any item in which the instructor receives a less than average rating should have the reasons presented in the comments section.

E. If a particular day is not appropriate, the instructor has the right to request and receive a visit on a different day.

F. Rate the instructor in each of the following with: 1=poor; 2=below average; 3=average; 4=above average; 5=excellent. Leave the item blank if you do not feel knowledgeable enough to comment, or if this particular visitation does not apply.

Administrative Evaluation of the Instructor as a Teacher

1. Explained material clearly

2. Appeared to be prepared for class

3. Handling of questions and student ideas, etc.

4. Apparent rapport with class

5. Encouraged critical thinking and analysis?

6. Maintained class interest

7. Was class time well used?

8. How did the professor react to student viewpoints different from his own?

9. Encouraged relevant student involvement in the class

10. Voice level and quality

11. Effective use of teaching aids (blackboard, machines, etc.)

12. Handled assignments, exams, etc., well

13. How would you describe the attitude of students in the class toward the professor?

14. Teaching methods

Enclosure 5

Criteria for Promotion and Tenure of Library Faculty at Plymouth State College

Professional librarians at Plymouth State College, in general, are expected to conform to the same standards required of the teaching faculty. Any academic library is a highly complex teaching, academic service, and research facility. The major efforts and scholarship of librarians must be directed toward solving the myriad organizational and service problems of their individual libraries, while encouraging regional and national network development.

The evaluation of each individual must be basically on his contribution to the purposes of the library within the academic community rather than on teaching or on publication. At the present time, this is a nationwide pattern and not peculiar to this college.

All library faculty are retained and promoted in the light of their continuing professional growth and value to the college. It is recognized that tenure, particularly, is a long-range commitment of college resources and deserves the most careful scrutiny. Recommendations for tenure are made with this fact in mind.

All evaluation levels considering a candidate for promotion and tenure should:

I. Evaluate the candidate's demonstrated ability to carry out assigned library functions with competency and efficiency. This may be judged by the candidate's:

(1) level of accomplishment in comparison with others in similar positions;
(2) effectiveness in utilizing assigned time;
(3) participation in committee activity;
(4) ability to analyze relationships, recognize problems, develop solutions, and execute plans;
(5) resourcefulness and originality; and
(6) enthusiasm and interest in the work.

II. Estimate the effectiveness of interpersonal relations with co-workers and others. Where applicable, capacity for leadership; effectiveness of communication; impact on students; organizational ability; and the ability to gain the respect, confidence and support of the candidate's associates and the public may be considered.

III. Determine the potential for continued growth and the candidate's ability to assume a changing role as shown by success in keeping abreast of developments in librarianship; participation in professional organizations, conferences and institutes; pursuit of a self-designed program of study; achievement of an advanced degree.

IV. Assesses the candidate's contributions to the educational processes of the college outside of the library. Teaching, advising student

organizations, giving talks, and serving on college committees may be considered under this heading.

V. Consider the candidate's service to the college and the community wherever service to the people of New Hampshire, on behalf of the college, is needed. This should not be confused with community service or civic participation done as a private individual.

VI. Consider the candidate's scholarly and aesthetic contributions to the library, the college, and the community outside the college. Evaluations of research; publications; and literary, dramatic, musical or pictorial artistic accomplishment would fall within this area.

The Library Promotion and Tenure Committee has the responsibility to compile evidence pertaining to the candidate's performance in these six areas. Successful candidates for tenure will show strength in the first three criteria and demonstrate growth in two of the second three.

Colleague Opinion of Candidate as a Librarian

You are being asked to evaluate a fellow faculty member. If you feel that you have not had sufficient contact with the faculty member, or have no real basis for an opinion on any (or all) of these items, leave that response blank. Mark your responses on the computer sheet. Sign your name in the name position and print the evaluated candidate's name in the instructor position at the top of the computer sheet.

Rate the candidate in each of the following with: 1=poor; 2=below average; 3=average; 4=above average; 5=excellent. Return the form to your department's Promotion and Tenure Committee Chairman or his designated representative (to be used whenever it is the chairman being evaluated).

1. Interest in area of general and specific responsibility and general ability to communicate
2. Rapport with students and concern for students
3. Rapport with faculty/administration
4. Mastery of librarianship
5. Keeps up with new developments and methods in area of responsibility
6. Effective (and/or flexible) use of work methods and techniques
7. Effectiveness as a supervisor of other professionals
8. Effectiveness as a supervisor of clerical staff
9. Effectiveness as a supervisor of student workers
10. Ability to function well in a working group

11. Professional contributions to the library staff or faculty by vocalizing suggestions and sharing ideas and newly gained knowledge of developments in librarianship

12. Ability to represent the college well in community and professional relationships

13. Overall rating as a librarian. (If you did not feel qualified to answer a majority of the previous items, leave this one blank.)

Evaluation by College Librarian

Since professional librarians are observed on a daily basis, this constitutes visitation.

Because of the nature of library organization, specific functions are delegated to professional librarians in accordance with job descriptions, written statements elaborating details of each function, philosophy, goals, and responsibilities of the position. It is against these documents and the Criteria for Promotion/Tenure of Library Faculty (this Enclosure) that the candidate will be evaluated in anecdotal form by the College Librarian. Anecdotal evaluations are preferable since specific job functions criteria vary for each position.

LIST OF AREA SERVICES

CHURCHES	Address	Phone Number
Assembly of God Rev. Joseph Bennett	5 Amory Road Plymouth, N.H.	536-1471
Christian Science Society Mrs. David A. Scott	Winter Street Plymouth, N.H.	536-2340
Church of Christ Rev. Thomas Fowler	Tenney Mtn. Hgwy.-3A Plymouth, N.H.	536-2287 or 536-1781
Episcopal Church of Holy Spirit Rev. Bayard Hancock	Main Street Plymouth, N.H.	536-1321
Roman Catholic, St. Matthews Father Watson	School Street Plymouth, N.H.	536-2424
United Church of Christ (Congregational) Rev. P.V. George	Main Street Plymouth, N.H.	536-1953 or 536-1077
United Methodist Church Rev. Philip Polhemus	Highland Street Plymouth, N.H.	536-1941 or 536-1670

DENTISTS		
Crowell, Edward B.	85 Main Street Plymouth, N.H.	536-1529
Hurme, V.O.	*19 Avery Street Plymouth, N.H.	536-2815
Learned, Clifford B.	66 Main Street Plymouth, N.H.	536-2814
Whitehill, Duncan K.	Tenney Mtn. Plymouth, N.H.	536-2588
Whitesell, Donald B.	*19 Avery Street Plymouth, N.H.	536-1445

DOCTORS		
Archibald, John G.	20 Avery Street Plymouth, N.H.	536-2336
Craig, Alastair	Highland Street Plymouth, N.H.	536-2102

DOCTORS - Continued

Crane, Henry D.	*19 Avery Street Plymouth, N.H.	536-1441
DeWitt, Reginald F.	*19 Avery Street Plymouth, N.H.	536-1441
Kirk-Hurme, Eugenia (Pediatrician)	*19 Avery Street Plymouth, N.H.	536-1441
McIver, Frederick D.	85 Main Street Plymouth, N.H.	536-1972
Olmstead, S.H.	46 Highland Street Plymouth, N.H.	536-1558
Zak, Vlastimil	*19 Avery Street Plymouth, N.H.	536-1441

HOSPITALS

Sceva Speare Memorial Hospital	Highland Street Plymouth, N.H.	536-1120
Lakes Region General Hospital	Elliott Street Laconia, N.H.	524-3211
Mary Hitchcock Memorial Hospital	2 Maynard Street Hanover, N.H.	643-4000
Dartmouth-Hitchcock Mental Health Center	9 Maynard Street Hanover, N.H.	643-4000

NEWSPAPERS

Concord Daily Monitor	39 Franklin Street Franklin, N.H.	934-2409
Plymouth Record (weekly)	111 Main Street Plymouth, N.H.	536-1312
Laconia Evening Citizen	Fair Street Laconia, N.H.	524-3800
Lakes Region Trader (weekly)	Fair Street Laconia, N.H.	524-3800
Manchester Union Leader	35 Amherst Street Manchester, N.H.	625-5432

*Located in Sceva Speare Medical Park building in rear of Sceva Speare Memorial Hospital.

REALTORS

Berg, Evelyn	Quincy Road Rumney, N.H.	786-2471
Chapman, John W.	85 Main Street Plymouth, N.H.	536-2154
Deep River Real Estate	Highland Street Plymouth, N.H.	536-2155
Main, Robert E.	West Plymouth New Hampshire	536-2100
Nelson, Marianne	Campton, N.H. (office) Ashland, N.H. (office)	536-1588 968-7718
N.H. Colonials	57 Main Street Plymouth, N.H.	536-2180
Wixson, Rowena	RFD #1 Plymouth, N.H.	536-1472

BY-LAWS OF THE PLYMOUTH STATE COLLEGE GRADUATE FACULTY

Article I

Name

The name of this organization shall be the Graduate Faculty of Plymouth State College (hereinafter called the Graduate Faculty).

Article II

Object

Under the leadership of the President of the College and subject always to the approval of the Board of Trustees of the University of New Hampshire, the Graduate Faculty shall have legislative jurisdiction in all matters of graduate student educational policy not otherwise prescribed by the Board of Trustees of the University.

Article III

Members

The Graduate Faculty shall consist of those faculty members in the rank of Assistant Professor or above who hold the earned doctorate or the highest terminal degree in special fields. Such faculty members shall ordinarily be engaged in teaching graduate students in the graduate program. Faculty who meet the requirement of the earned doctorate or terminal degree and hold the rank of Assistant Professor or above become eligible as Graduate Faculty when they teach such students.

Those faculty not meeting the above requirements who have been screened by the Graduate Faculty Council, recommended to the Graduate Faculty, and approved by them as having demonstrated competence in their field of specialization and who ordinarily teach graduate students become members of the Graduate Faculty. A full copy of all proceedings in such instances shall be kept in the faculty member's personnel file.

In addition to the above teaching Graduate Faculty, the President of the College, the Dean of the College, the Director of Graduate Study, and the Director of Continuing Education, shall be voting members of the Graduate Faculty.

Article IV

Officers

A. A Graduate Faculty Speaker shall be elected by ballot annually at the last regular Graduate Faculty meeting of the year. The Speaker shall assume office at the first regular Graduate Faculty meeting of the next academic year.
   1. The Speaker shall preside at all Graduate Faculty meetings. In the absence of the Speaker, the Director of Graduate Study shall preside until the assembly designates a temporary presiding officer.

2. The Speaker shall prepare the agenda for Graduate Faculty meetings in consultation with the Director of Graduate Study and/or the President.

B. The President is the chief administrative officer of Plymouth State College. (In the President's absence some administrative officer in the chain of command will assume his role). The Director shall be responsible for providing adequate secretarial service for Graduate Faculty and Graduate Council meetings. The Director of Graduate Study will also be in charge of prior distribution of the agenda and the taking and publishing of the minutes of each meeting.

Article V

Meetings

A. The Graduate Faculty shall meet at least three times a year. At its first meeting, the Graduate Faculty shall set the regular meeting dates for the rest of the academic year.

B. Special meetings of the Graduate Faculty may be called by the President of the College, the Graduate Faculty Speaker, the Director of Graduate Study, or upon petition of any fifteen members of the Graduate Faculty to the Faculty Speaker and/or the President.

C. Graduate Faculty meetings will be governed by Roberts' Rules of Order.

Article VI

The Graduate Council

A. The Graduate Council shall meet at the call of the President, the Dean of the College or the Director of Graduate Studies. This Council shall act in a recommending capacity to the Graduate Faculty and to the Director of Graduate Studies and to the President on all matters concerning the graduate programs at Plymouth State College.
1. Screening those faculty who have the equivalent of the earned doctorate (c.f. Art. III, par.2)
2. Setting requirements for graduate student admissions and degrees.
3. Revision of existing or future graduate programs.
4. Recommendation of new graduate programs.
5. Coordination of joint graduate programs within the University System or other cooperative programs.

B. Members
1. Ex officio
   President of the College
   Dean of the College
   Director of Graduate Studies
   Director of Continuing Education
   Chairman of the Department of Education
   All Graduate Faculty members who serve as coordinators of education programs will also be ex officio members.
2. One member of the Graduate Faculty from each of the departments offering graduate programs (at present, Natural Science, English, Mathematics, Social Science and Education) chosen by the Graduate Faculty in the department to act as coordinator of graduate programs in that department shall be members of the Graduate Council.
3. Two full-time graduate student members selected by the Director of Graduate Studies and approved by the Graduate Council shall have all the duties and rights as other Council members.

4. A representative from the library staff shall serve in an advisory capacity to the Council. Such person shall be selected in such manner as the library staff deems most desirable.

C. Duties

1. The Council considers and approves or denies by its own authority all minor changes in curriculum. The Council publishes minor changes by distributing copies to all members of the Graduate Faculty and the administration. Action on minor changes becomes official on the twenty-first day after the action is posted, unless a member of the college community lodges an objection to the change with the Graduate Faculty Speaker before the twenty-first day.
2. The Council brings before the Graduate Faculty the Council's recommendations concerning all proposed major curriculum changes.
3. The Council periodically reviews the college curriculum for graduate programs and makes recommendations concerning revisions.

   Major and Minor are dichotomously defined by the operation of the system. A change is major, (a) if at least one member of the Council maintains that it is major, or (b) if any member of the Graduate Faculty requests of the Graduate Faculty Speaker, within twenty days of posting, that a posted minor change be brought before the entire Graduate Faculty. A minor change, then, is any change that all members of the Graduate Council deem minor and that no other member of the Graduate Faculty objects to.
4. The Council elects its own chairman.

Article VII

Committees

A. The following committees with composition as indicated shall be appointed annually by the Director of Graduate Study with the advice and consent of the Graduate Council near the beginning of the academic year from the members of the Graduate Faculty and graduate students.

1. The Admissions Policy Advisory Group is composed of the Director of Graduate Study, the Director of Continuing Education, and three Graduate Faculty members. Develops and executes plans for effective recruitment of the type of student who should be successful in one of the college graduate programs. The Director of Graduate Study may call upon the Admissions Policy Advisory Group to assist in admitting students for beginning entry into the program and for matriculation. Recommends to the Graduate Council requirements for admission.
2. Evaluation Advisory Group is composed of the Director of Graduate Study, the Graduate Faculty member teaching Research Design, and three other members of the Graduate Faculty. Its duties are to design and execute suitable designs for following up graduates in the graduate program and other means of evaluating the effectiveness of the graduate program.

Article VIII

Amendments

A. These By-Laws may be amended at any regular Graduate Council meeting by a vote of the majority of the entire membership or by a two-thirds vote of those voting, whichever is less.

B. These By-Laws may be amended at a special Graduate Council meeting by a vote of the majority of the entire membership.

Enclosure to Appendix E

Graduate Studies

Please refer to a current edition of the Graduate Studies Catalog for specific information regarding the graduate programs at Plymouth.

A. Grading and Evaluation

1. Letter Grades - The letter system of final grades (A, B, C, D, and F) is also applicable to graduate students. However, no grade lower than a "C" will apply toward fulfilling the semester hour requirements for the Master's degree. Graduate students must also maintain a minimum average of "B" to successfully complete a degree or non-degree graduate program.
2. Pass-Not Pass Option - Graduate students may not exercise the Pass-Not Pass Option.
3. Graduate Student Evaluations - The Faculty Appraisal forms, provided with the Grade Report sheet, are to be completed by the faculty member for each graduate student in class. They are to be submitted to the Registrar with the Grade Report sheet.
4. Other Grading and Evaluation Regulations - The regulations for grading and evaluating cited below also apply to the graduate program:

Incomplete	p. III - 7
Scholastic Warnings	p. III - 8
Removing Course Deficiencies	p. III - 8
Final Examination and Grades	p. III - 9

B. Graduate Credit for Undergraduate Students

In exceptional circumstances, an undergraduate may receive graduate credit. The courses taken may also "double count" as undergraduate and graduate credits. The regulations governing this policy are as follows:
1. six hours is the maximum credit that may be earned in this manner;
2. the student must be a senior;
3. the total undergraduate and graduate hours may not usually exceed fifteen hours in any one semester. Exceptions may be granted when, due to differing course credits, (e.g., a four-credit course) bring the total number of credits to more than fifteen;
4. a 3.0 cumulative average is required.

C. Meetings of the Graduate Faculty

The Graduate Faculty meets three times a year, the dates and times to be announced.

APPENDIX F

Personnel File Structure

The personnel file maintained in the Business Office will contain three sections or parts. The first part will be a Business File which contains appointment letters, records of leaves of absence and sick leaves, payroll information and fringe benefit materials, as well as other materials neither pertinent to evaluation nor sealed in the Sealed File. The second section will be the Evaluation File, and this will be open to the individual and all levels of evaluation and/or grievance at Plymouth State College.* The third section, the Sealed File, contains materials obtained prior to or during employment which were submitted in strictest confidence. Only the President or his designee is privileged to place materials in the Sealed File or gain access to it.

To further explain the contents and the security of materials contained in the sub-files, see the enclosed grid describing personnel file contents and access.

An administrator placing an item in the personnel file is responsible for deciding into which of the three sections the item should be placed.

An item placed in the Evaluation File must be made available to the individual, either by an immediate carbon copy or a later Xerox copy at the time the item is placed in the Evaluation File. An allegation or accusation may not be placed in the Business File, and, of course, may not be placed in the Evaluation File without notice to the individual.

In order to identify the people who have reviewed the Evaluation File, a sign-out sheet will be maintained by the Business Manager.

In cases where the individual has requested another individual to write a confidential letter of recommendation, the letter cannot be placed in the Evaluation File unless it is formally released by the writer. Once the release is in the hands of the Dean, the letter may be placed in your Evaluation File and is subject to the conditions of that file.

*Departmental promotion/tenure committees will have access to individual personnel files only within Speare Hall. The use of a conference room in Speare Hall for the purpose of reviewing personnel files may be arranged through normal procedures.

APPENDIX F - Enclosure 1

Faculty Personnel File - Contents and Access

Business File	Evaluation File	Sealed File
(Accessible to the President or his designee, usually the Business Manager.)*	(Accessible to the individual and all levels of evaluation or grievance.)**	(Closed by the President or his designee, and opened only by the President or his designee. A record of any access to this file will be dated, signed, and explained on the cover of this file.)***
MATERIALS SUBMITTED PRIOR TO OR DURING INITIAL APPOINTMENT		
Appointment letters, loyalty oaths, and such things as fringe benefit materials, as well as miscellaneous materials neither pertinent to evaluation nor sealed. (See Sealed File)	Resumes, transcripts, etc. Application for Employment form Faculty Appointment (Biog. Information) form	Materials submitted in strict confidence and sealed upon employment.
MATERIALS SUBMITTED SUBSEQUENT TO INITIAL APPOINTMENT		
Contracts, Personnel Letter forms, appointment letters, payroll information, leave requests and records, fringe benefit materials, as well as miscellaneous materials neither pertinent to evaluation nor sealed. (See Sealed File) *The individual may obtain upon request, a copy of any item(s) in the Business File.	Faculty Annual Report Sheet forms Record of Staff Member form Previous Departmental Promotion/Tenure Committee and all other level evaluations and recommendations. Materials solicited in strict confidence but released by the writer with the knowledge of the individual. Unsolicited materials reviewed with the individual who was given the opportunity to respond to the material. **The individual may obtain upon request a copy of any item(s) in the Evaluation Folder	Materials solicited in strict confidence and not released later by the writer are enclosed and sealed. ***NOTE: An item in this file will not be used for evaluation subsequent to employment unless it is transferred to the Evaluation File. The item then becomes subject to the conditions of access that pertain to the Evaluation File.